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ABSTRACT

The compilation presents 376 resumes of instructional materials for distributive education which have appeared in "Abstracts of Instructional and Research Materials in Vocational and Technical Education" (AIM/ARM) between 1972 and 1975. (The first edition of the series, containing resumes from 1967 through 1971, is available in the ERIC microfiche collection as ED 062 567.) Covering a broad range of fields and occupations and arranged in ascending order according to an accession (VT) number, the resumes include the following information: Author(s), title, institutional source, sponsoring agency, availability, publication date, number of pages, subject terms which characterize the contents of the document, and a document abstract. The resumes are indexed by author and subject and a VT-ED number cross reference index is provided. The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or xeroxed reproductions. Ordering information for AIM/ARM and EDRS reproductions is provided in the introductory section. (Author/RG)

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DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS

from

Abstracts of Instructional and Research Materials in Vocational and Technical Education

1972-1975

compiled by
James Blue

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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The Center for Vocational Education
The Ohio State University
1960 Kenny Road
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1976

CE 007 929

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FOREWORD

Instructional materials specific to the field of distributive education have been compiled for this publication. These items, in the form of abstracts, are selections from Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM). This is the second edition of this series and it presents abstracts which have appeared in AIM/ARM since 1972. The first edition is available in the ERIC microfiche collection as ED 062 576.

Other publications in this series include compilations of abstracts of instructional materials for agricultural education, business and office education, health occupations education, home economics education, industrial arts education, and trade and industrial education. Administrators, teachers and others may use this publication to identify and obtain instructional materials for use in distributive education programs. Researchers and curriculum developers may use this publication as the baseline on which to develop new materials.

Members of the profession are encouraged to forward instructional materials for possible inclusion in future issues of AIM/ARM. We are indebted to our colleagues in distributive education for providing us instructional materials for past issues of AIM/ARM. We also appreciate the contributions of instructional materials laboratories, curriculum management centers, research coordinating units, local school systems and professional associations.

The profession is indebted to James Blue of the Washington State Commission for Vocational Education who compiled this publication. He exercised his judgment in selecting materials from AIM/ARM which would be useful in distributive education programs.

We hope that this publication will prove valuable to you in your educational endeavors.

Robert E. Taylor
Director
The Center for Vocational
Education

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The Center for Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning and preparation. The Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

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ABSTRACTS 1

INDEXES

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SAMPLE ABSTRACT

Accession number sequentially assigned to documents as they are processed.

VT 100 000

Author(s).

RICHARDS, F.L.

OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE.

Title.

Microfiche (MF) and/or hard copy (HC) of the full text of the document will be available. The issue in which ordering numbers will be given is indicated. Documents not available in MF or HC are available from alternate sources cited.

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Date published and number of pages.

PUB DATE - 71 56P.

Descriptors—subject terms characterizing substantive contents. Major terms preceded by asterisk.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION
IDENTIFIERS - *PENNSYLVANIA

Identifiers—terms not found in the Thesaurus of ERIC Descriptors.

Informative condensation of document content.

ABSTRACT - INTENDED TO SUGGEST SUBJECT MATTER CONTENT OF COURSES OR PROGRAMS IN ORNAMENTAL HORTICULTURE FOR HIGH SCHOOL AND POST-SECONDARY VOCATIONAL-TECHNICAL PROGRAMS, THIS CURRICULUM GUIDE WAS PREPARED BY STAFF MEMBERS OF THE AGRICULTURAL EDUCATION DEPARTMENT AT THE PENNSYLVANIA STATE UNIVERSITY AND TESTED IN A WORKSHOP WITH VOCATIONAL AGRICULTURE TEACHERS. CONTENTS ARE: (1) OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE, (2) ORNAMENTAL HORTICULTURE PROGRAMS FOR GRADES 10, 11, AND 12, (3) NURSERY PRODUCTION . . . THE CONTENT IS PRESENTED IN OUTLINE FORM UNDER EACH TOPIC AND IS APPLICABLE TO THE UNITED STATES AND LOWER CANADA. (GB)

Abstractor's initials.

USING THIS PUBLICATION

Instructional materials for distributive education that have appeared in Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) between 1972 and 1975 are presented in this single volume for your convenience.

An abstract presents information about a document's content to help you to decide if you want to read the full text of the document. It also provides information about the document's author, source, and availability. Abstracts are arranged in ascending VT-number order. A sample abstract is explained in detail.

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Subscribers will receive a year's volume (e.g., 1976, Volume 9) consisting of six, bimonthly issues (e.g., Numbers 1-6) and an annual, cumulative subject and author index, regardless of when in the year they subscribe.

ABSTRACTS

VT 000 932
FOOD STORE ORGANIZATION--A MANAGEMENT COURSE. PART I.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING.;TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS. INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PARTS I AND II $5.00).
PUB DATE - JUL66 116P.

DESCRIPTORS - *FOOD STORES; *PHYSICAL FACILITIES; *TEACHING GUIDES; *RETAILING; MANAGEMENT; *MANUALS

ABSTRACT - PART I OF A 2-PART COURSE, THIS MANUAL IS FOR INSTRUCTOR USE IN PRESENTING A UNIT DESIGNED TO STIMULATE FOOD STORE OWNERS, MANAGERS, AND OPERATORS TO IMPROVE THEIR PHYSICAL ORGANIZATION PLAN. FIVE 2-HOUR SESSIONS ARE OUTLINED COVERING: (1) YOUR STORE'S PERSONALITY, (2) MODERNIZATION, (3) SELF-SERVICE? THEN DEPARTMENTIZE, (4) LET'S PLAN PRACTICAL LAYOUT, AND (5) GOOD HOUSEKEEPING HELPS TO SPELL SUCCESS. EACH TEACHING UNIT CONTAINS: (1) AIMS AND OBJECTIVES, (2) GENERAL OUTLINE, (3) PREPARATION PRIOR TO THE CLASS, (4) SUGGESTIONS FOR TEACHER AND AN INSTRUCTIONAL OUTLINE, AND (5) CONTENT. PART II OF THE COURSE IS AVAILABLE IN THIS ISSUE AS VT 000 933. (AW)|

VT 000 933
FOOD STORE OPERATING PROCEDURES--A MANAGEMENT COURSE. PART II.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING.;TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS. INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PARTS I AND II $5.00).
PUB DATE - MAY66 120P.

DESCRIPTORS - *FOOD STORES; *RETAILING; *RECORDKEEPING; *MANAGEMENT; CREDIT (FINANCE); COSTS; *TEACHING GUIDES

ABSTRACT - PART II OF A FOOD STORE MANAGEMENT COURSE, THIS UNIT WAS PREPARED FOR THE USE OF INSTRUCTORS PRESENTING PROCEDURES FOR THE SUCCESSFUL OPERATION OF FOOD STORES. COURSE MATERIAL IS DESIGNED FOR FIVE 2-HOUR SESSIONS COVERING: (1) PROFIT FROM STORE RECORDS, (2) RECORD KEEPING, (3) CREDIT PRACTICES FOR GROCERS, (4) GROCERY ADVERTISING, AND (5) HOW TO CONTROL EXPENSES. EACH TEACHING UNIT CONTAINS: (1) AIMS AND OBJECTIVES, (2) GENERAL OUTLINE, (3) PREPARATION PRIOR TO THE CLASS, (4) A TEACHING OUTLINE WITH SUGGESTIONS TO TEACHERS, AND AN INSTRUCTIONAL OUTLINE, (5) CONTENT, AND (6) HANDOUT MATERIAL. PART I OF THE COURSE IS AVAILABLE IN THIS ISSUE AS VT 000 932. (AW)|

VT 001 724
APPLIED ARITHMETIC FOR DISTRIBUTION. A DISTRIBUTIVE EDUCATION MANUAL.

TEXAS UNIV., AUSTIN. INSTRUCTIONAL MATERIALS LAB.
DOCUMENT NOT AVAILABLE FROM EDRS. INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 ($3.00).
PUB DATE - SEP66 103P.

DESCRIPTORS - *INDIVIDUAL INSTRUCTION; *STUDY GUIDES; *DISTRIBUTIVE EDUCATION; *ARITHMETIC; SECONDARY EDUCATION; POST SECONDARY EDUCATION

ABSTRACT - DESIGNED BY A SUBJECT MATTER SPECIALIST FOR AN INSTRUCTIONAL MATERIALS LABORATORY, THIS MANUAL IS FOR STUDENT USE IN HIGH SCHOOL OR JUNIOR COLLEGE DISTRIBUTIVE EDUCATION PROGRAMS. PROBLEMS AND INFORMATION ARE PRESENTED IN ASSIGNMENT FORM TO PROVIDE THE TRAINEE WITH

FUNDAMENTAL SKILLS OF ARITHMETIC APPLICATION TO MERCHANDISING PROBLEMS, AND TO SUPPLEMENT ARITHMETIC DRILLS TEACHING SPEED AND ACCURACY IN THE COMPUTATION OF WHOLE NUMBERS, FRACTIONS, AND DECIMALS. THE 18 ASSIGNMENTS ARE ARRANGED UNDER FIVE MAJOR SECTIONS: (1) COMPUTING EARNINGS, PAYROLL, AND PRODUCTIVITY, (2) COMPUTING DISCOUNTS AND INTEREST, (3) COMPUTING MARGINS, MARKDOWNS, AND EXPENSES, (4) COMPUTING TURNOVER AND PROFIT, AND (5) INTERPRETING BUSINESS RECORDS. EACH ASSIGNMENT CONTAINS A GENERAL DISCUSSION OF THE TOPIC, QUESTIONS AND PROJECTS. THE MANUAL SUPPLEMENTS THE BASIC FIRST YEAR CURRICULUM GUIDE ENTITLED "MATHEMATICS OF DISTRIBUTION," AVAILABLE AS VT 000 145 (AIM FALL 1967). (AW)|

VT 003 370
HARRINGTON, JOHNS H.;LALENE, HENRY A., ED.
SALESMANSHIP, INSTRUCTIONAL GUIDE FOR SENIOR HIGH SCHOOLS.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-SC-609
PUB DATE - 66 120P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; *TEACHING GUIDES; *SALESMANSHIP; *TEACHING METHODS; TEACHING TECHNIQUES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *COURSE CONTENT; STUDENT EVALUATION; SECONDARY GRADES

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS TO HELP THOSE TEACHING SALESMANSHIP FOR THE FIRST TIME, THIS GUIDE PROVIDES SEVERAL SUGGESTIONS CONCERNING TEACHING METHODS AND SCHEDULING. THE GUIDE ALSO PROVIDES A STATEMENT OF OBJECTIVES, AN OUTLINE OF COURSE CONTENT, DESCRIPTIONS OF SUGGESTED LEARNING EXPERIENCES, AND LISTS OF AUDIO-VISUAL AND OTHER TEACHING MATERIALS. THE COURSE CONTENT INCLUDES UNITS ON (1) WHAT IS SELLING?--AN OVERVIEW, (2) YOU, THE SELLER, (3) THE SALE--PREPARATION AND PRESENTATION, (4) YOUR PLACE IN THE SELLING WORLD, (5) SELLING BY TELEPHONE, AND (6) METHODS OF EVALUATION. (JS)|

VT 004 184
LEACH, ALVIN
SYLLABUS FOR PRE-VOCATIONAL AND VOCATIONAL EDUCATION PROGRAMS FOR THE DISADVANTAGED.

OREGON COLL. OF EDUCATION, MONMOUTH. TRAINING CENTER FOR TEACHERS OF MIGRANT AND DISADVANTAGED.
MF AVAILABLE IN VT-ERIC SET.
ED. 448G
BOOKSTORE, OREGON COLLEGE OF EDUCATION, MONMOUTH, OREGON 97361 ($1.75)
PUB DATE - 21OCT66 69P.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *PREVOCATIONAL EDUCATION; TEACHER EDUCATION; *CULTURALLY DISADVANTAGED; PROGRAM DESCRIPTIONS; VOCATIONAL REHABILITATION; PHYSICALLY HANDICAPPED

ABSTRACT - THIS EXTENSIVE COURSE OUTLINE IS FOR TEACHER USE IN A COURSE FOR ADULTS OR COLLEGE STUDENTS WHO PLAN TO WORK WITH DISADVANTAGED PERSONS. IT WAS DEVELOPED TO PRESENT INFORMATION ABOUT PRE-VOCATIONAL AND VOCATIONAL EDUCATION PROGRAMS. MAJOR UNITS ARE: (1) ORIGIN AND BACKGROUND OF VOCATIONAL EDUCATION, (2) THE ROLE OF THE SECONDARY SCHOOL IN VOCATIONAL EDUCATION, (3) VOCATIONAL EDUCATION AT THE POST HIGH SCHOOL LEVEL, (4) VOCATIONAL GUIDANCE AND COUNSELING, (5) VOCATIONAL EDUCATION FOR THE HANDICAPPED PERSON, (6) EMPLOYMENT TRENDS, (7) THE SEARCH FOR WORK, AND (8) APPROACHES TO VOCATIONAL EDUCATION THROUGH INNOVATIVE PROGRAMS. THE MATERIAL WAS DESIGNED FOR A 30 HOUR COURSE. THE DOCUMENT IS MIMEOGRAPHED AND INTERSPERSED WITH MENTION OF OVERHEAD TRANSPARENCIES WHICH ARE NOT

INCLUDED. SUPPLEMENTARY MATERIALS INCLUDE A BIBLIOGRAPHY OF 17 CURRENT REFERENCES. (EM)|

VT 006 796
FOOD SERVICE INDUSTRY; A CURRICULUM FOR VOCATIONAL TRAINING.

THIOKOL CHEMICAL CORPORATION, ROSWELL, N. MEX. CURRICULUM SUPPORT DEPARTMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR68 159P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *FOOD SERVICE WORKERS; *FOOD SERVICE OCCUPATIONS; ENTRY WORKERS; JOB TRAINING; BEHAVIORAL OBJECTIVES

ABSTRACT - DESIGNED FOR STUDENTS WITH AT LEAST A FOURTH TO SIXTH GRADE ACHIEVEMENT LEVEL, THIS CURRICULUM GUIDE IS FOR USE IN PROVIDING A 2-YEAR ENTRY LEVEL FOOD SERVICE PROGRAM WHICH EMPHASIZES ON-THE-JOB TRAINING. THE 6-PART OUTLINE INCLUDES: (1) ORIENTATION TO FOOD SERVICE WORK, (2) COOKING, (3) BAKING, (4) MEAT CUTTING, (5) DINING ROOM ASSISTANCE AND WAITING, AND (6) PREPLACEMENT ACTIVITIES. THE UNITS OF EACH PART CONTAIN PERFORMANCE OBJECTIVES, SUBJECT MATTER OUTLINE, AND REFERENCES. (SB)|

VT 011 882
BUSINESS PRACTICES FOR AGRICULTURAL MACHINERY DEALERS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION. COLUMBUS AGRICULTURAL EDUCATION SERVICE
MF AVAILABLE IN VT-ERIC SET.
AGDEX 931/10
OHIO VOCATIONAL AGRICULTURE, INSTRUCTIONAL MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($2.50)
PUB DATE - 69 373P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY OCCUPATIONS; SECONDARY GRADES; *WORK EXPERIENCE PROGRAMS; OFF FARM AGRICULTURAL OCCUPATIONS; COURSE CONTENT; JOB TRAINING; WORK EXPERIENCE; MANUALS; SALESMANSHIP; MANAGEMENT EDUCATION; *STUDY GUIDES; *AGRIBUSINESS

ABSTRACT - PREPARED BY THE AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE AT THE OHIO STATE UNIVERSITY, THESE STUDENT MANUALS WERE DEVELOPED FOR AGRICULTURE STUDENTS WHO ARE GAINING WORK EXPERIENCE IN LOCAL FARM MACHINERY DEALERSHIPS. THE FARM MANUALS INCLUDE PARTS CATALOGS AND PRICE LISTS AND SUGGEST STUDENT ACTIVITIES IN RELATION TO THE (1) PARTS DEPARTMENT, (2) SHOP SERVICE, AND (3) EQUIPMENT SALES. THE MANUAL ON THE PARTS DEPARTMENT DISCUSSES THE ROLE OF THE PARTS MANAGER AND INVENTORY CONTROL. LEARNING ACTIVITIES IN THE SHOP SERVICE MANUAL INCLUDE: GENERAL CONSIDERATIONS FOR SALES, PRODUCT KNOWLEDGE, SALES RECORDS, AND TRADE AGREEMENTS. THE TEACHER'S MANUAL IS AVAILABLE AS VT 011 928 IN THIS ISSUE. (JS)|

VT 011 928
BUSINESS PRACTICES FOR AGRICULTURAL MACHINERY DEALERS; TEACHER'S GUIDE.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE
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OHIO VOCATIONAL AGRICULTURE INSTRUCTIONAL MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($1.50).
PUB DATE - 69 49P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL MACHINERY OCCUPATIONS; SECONDARY GRADES; *WORK EXPERIENCE PROGRAMS; *OFF FARM AGRICULTURAL OCCUPATIONS; COURSE CONTENT; EDUCATIONAL PROGRAMS; JOB TRAINING; WORK EXPERIENCE

ABSTRACT - PREPARED BY THE AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE AT THE OHIO STATE UNIVERSITY AND INTENDED FOR VOCATIONAL AGRICULTURE TEACHERS OF STUDENTS IN CLASSES WHO ARE GAINING WORK EXPERIENCE IN LOCAL FARM MACHINERY DEALERSHIPS, THIS TEACHING GUIDE PROVIDES INFORMATION FOR THE TEACHER IN PRESENTING THE MATERIAL IN THE STUDENT STUDY GUIDES. THE STUDENT STUDY GUIDES HAVE BEEN PREPARED FOR INDIVIDUAL STUDY DURING THE TIME ALLOTTED FOR CLASSROOM INSTRUCTION. TO OFFER FLEXIBILITY IN THE INDIVIDUAL STUDY, THE WORK IS IN FOUR DIFFERENT MANUALS OR SECTIONS. THE SECTIONS ARE: (1) INTRODUCTION, INCLUDING THE SUPPLEMENT OF PARTS CATALOGUES AND PRICE LISTS, (2) THE PARTS DEPARTMENT, (3) THE SERVICE SHOP, AND (4) EQUIPMENT SALES. THIS DOCUMENT IS A REVISION OF VT 007 714 (AIM SPRING 1969) AND MUST BE USED WITH THE STUDENT STUDY GUIDE, AVAILABLE AS VT 011 882, IN THIS ISSUE. (GB)|

VT 012 778
SHELL, VICKI
MERCHANDISE INFORMATION. UNIT: LABELS AND ATTACHED DESCRIPTIVE MATERIALS.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DE 244
PUB DATE - ND 40P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISE INFORMATION; TRANSPARENCIES; LEARNING ACTIVITIES; TEACHING TECHNIQUES; CONSUMER EDUCATION

ABSTRACT - PREPARED BY A HIGH SCHOOL DISTRIBUTIVE EDUCATION COORDINATOR, THIS TEACHING GUIDE IS FOR A UNIT DESIGNED TO ENABLE STUDENTS TO UNDERSTAND INFORMATION ON PRODUCT LABELS AND ATTACHED DESCRIPTIVE MATERIALS. INCLUDED IN THE UNIT ARE COMPETENCIES TO BE DEVELOPED, SUGGESTIONS FOR INTRODUCING THE UNIT, AND A UNIT OUTLINE BASED ON THE COMPETENCIES AND CONTAINING INFORMATION, TEACHING-LEARNING ACTIVITIES, AND SUGGESTED REFERENCES AND INSTRUCTIONAL MATERIALS. ALSO INCLUDED ARE SEVERAL TRANSPARENCY MASTERS, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, AND PERIODICALS. (SB)|

VT 012 779
FANNIN, RAY M.
FUNDAMENTALS OF SELLING. UNIT: NEED FOR MERCHANDISE INFORMATION.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DE 240
PUB DATE - ND 12P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISE INFORMATION; SALESMANSHIP; MERCHANDISING; LEARNING ACTIVITIES; TRANSPARENCIES; TEACHING TECHNIQUES

ABSTRACT - PREPARED BY A HIGH SCHOOL DISTRIBUTIVE EDUCATION COORDINATOR, THIS TEACHING GUIDE IS FOR A UNIT DESIGNED TO HELP STUDENTS UNDERSTAND THE NEED FOR ACQUIRING MERCHANDISE INFORMATION AND HOW TO USE IT IN DEVELOPING A SUCCESSFUL SALES CAREER. INCLUDED IN THE UNIT ARE COMPETENCIES TO BE DEVELOPED, SUGGESTIONS FOR INTRODUCING THE UNIT, AND A UNIT OUTLINE BASED ON THE COMPETENCIES AND CONTAINING SUGGESTED TEACHING-LEARNING ACTIVITIES, REFERENCES, AND INSTRUCTIONAL MATERIALS. A BIBLIOGRAPHY OF BOOKS AND TRANSPARENCIES IS INCLUDED. (SB)|

VT 012 982
FURNEISEN, BARBARA K.
FOOD SERVICE.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.;RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF

VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.50).
PUB DATE - JUL71 216P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *STUDY GUIDES; *FOOD SERVICE; *JOB SKILLS; *DEAF EDUCATION; FOOD SERVICE WORKERS; ACHIEVEMENT TESTS; ENTRY WORKERS

ABSTRACT - PREPARED BY AN INSTRUCTOR OF THE MARIE H. KATZENBACH SCHOOL FOR THE DEAF AND TESTED IN A STATE SCHOOL FOR THE DEAF, THIS STUDY GUIDE IS FOR TEACHING JUNIOR OR SENIOR HIGH SCHOOL DEAF STUDENTS ENTRY LEVEL SKILLS IN FOOD SERVICE. UNITS ARE: (1) FOOD SERVICE WORKER, (2) DINING ROOM, (3) KITCHEN, (4) SAFETY, (5) FOOD PORTIONING, (6) MEAL SERVICE, (7) USE AND CARE OF LARGE EQUIPMENT, (8) SPECIAL HELPS FOR FOOD PREPARATION, (9) DESSERT PREPARATION, (10) SALAD PREPARATION, AND (11) SANDWICH PREPARATION. EACH UNIT CONTAINS ILLUSTRATED LESSONS CONSISTING OF AN OBJECTIVE, INFORMATION, VOCABULARY TERMS, AND AN ASSIGNMENT. A PICTURE-GLOSSARY OF SMALL EQUIPMENT, LIST OF VOCABULARY TERMS, BIBLIOGRAPHY, AND OBJECTIVE ACHIEVEMENT TESTS ARE INCLUDED. (SB)|

VT 012 991
SIMULATED OFFICE EDUCATION. COURSE OF STUDY. TEACHER MANUAL.

UTAH RESEARCH COORDINATING UNIT FOR VOCATIONAL AND TECHNICAL EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
UTAH STATE BOARD OF EDUCATION, 1400 UNIVERSITY CLUB BUILDING, 136 EAST SOUTH TEMPLE, SALT LAKE CITY, UTAH 84111 ($1.25).
PUB DATE - 70 61P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *BUSINESS EDUCATION; *SIMULATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; ROLE PLAYING; TEACHING TECHNIQUES; TEACHER ROLE; *CLASS ACTIVITIES; *MANUALS; TEACHING GUIDES; ANSWER KEYS; TIME BLOCKS

ABSTRACT - THIS TEACHER MANUAL FOR A SIMULATED MORTGAGE LOAN OFFICE PROJECT SHOULD BE OF INTEREST TO TEACHERS PLANNING CLASS ACTIVITIES WITHIN A 2-HOUR TIME BLOCK. THIS PARTICULAR SIMULATION ACTIVITY REQUIRES SOME TYPING ABILITY AND INVOLVES THE POSITIONS OF ADMINISTRATIVE ASSISTANT, CASHIER, EXECUTIVE SECRETARY, INSURANCE CLERK, POSTING AND TAX CLERK, RECEPTIONIST, AND VICE-PRESIDENT. INFORMATION FOUND IN THIS MANUAL PERTAIN TO SUCH THINGS AS (1) ROTATION PLANS, (2) INFORMATION FOR STUDENTS, (3) PHYSICAL FACILITIES, (4) EVALUATION, (5) RUSH JOBS, (6) OPERATIONS PROCEDURE, AND (7) MATERIALS NEEDED. ALSO INCLUDED IS A TEACHER'S KEY AND IDEAS FOR IMPLEMENTING THE PROJECT. A STUDENT MANUAL IS AVAILABLE AS VT 012 992, ALSO IN THIS ISSUE. (JS)|

VT 012 992
SIMULATED OFFICE EDUCATION. COURSE OF STUDY. STUDENT MANUAL.

UTAH RESEARCH COORDINATING UNIT FOR VOCATIONAL AND TECHNICAL EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
UTAH STATE BOARD OF EDUCATION, 1400 UNIVERSITY CLUB BUILDING, 136 EAST SOUTH TEMPLE, SALT LAKE CITY, UTAH 84111 ($1.50).
PUB DATE - 70 133P.

DESCRIPTORS - *BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; *SIMULATION; *MANUALS; *ROLE PLAYING; INSTRUCTIONAL MATERIALS; *TIME BLOCKS; CLASS ACTIVITIES

ABSTRACT - DEVELOPED BY SEVERAL EDUCATORS, THIS STUDENT MANUAL FOR A SIMULATED MORTGAGE LOAN OFFICE INCLUDES THE MATERIALS NEEDED FOR STUDENT ROLE PLAYING. MORE SPECIFICALLY THE MANUAL INCLUDES (1) REFERENCE INFORMATION, (2) PROCEDURE MANUALS FOR SEVEN

POSITIONS, (3) TASK SHEETS AND NARRATIVES, AND (4) A MASTER CUSTOMER LIST. THIS MANUAL IS TO BE USED BY STUDENTS WITH TYPING ABILITY AND IN A BLOCK TIME SITUATION. A TEACHER MANUAL IS AVAILABLE AS VT 012 991, ALSO IN THIS ISSUE. (JS)|

VT 013 110
DISTRIBUTIVE EDUCATION: UNIT I, ORIENTATION. FIRST YEAR SERIES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 72P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STATE CURRICULUM GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *INSTRUCTIONAL MATERIALS; *STUDY GUIDES; JOB APPLICATION; HIGH SCHOOL STUDENTS; SECONDARY GRADES; RESOURCE MATERIALS; VOCATIONAL EDUCATION; *ORIENTATION MATERIALS
IDENTIFIERS - FLORIDA

ABSTRACT - AS THE FIRST UNIT OF A 5-UNIT FIRST YEAR CURRICULUM FOR A 2-YEAR DISTRIBUTIVE EDUCATION PROGRAM BEGINNING IN GRADE 11, THIS MANUAL IS DESIGNED TO ACQUAINT THE STUDENT WITH THE DISTRIBUTIVE EDUCATION PROGRAM AND SERVE AS A GUIDE FOR THE TEACHER-COORDINATOR IN PREPARING THE STUDENT FOR HIS INITIAL ENTRANCE INTO THE BUSINESS WORLD. MORE THAN JUST AN INTRODUCTION TO DISTRIBUTIVE EDUCATION, THIS 2-WEEK UNIT OF STUDY ALSO COVERS JOB APPLICATION TECHNIQUES AND PERSONALITY DEVELOPMENT. SAMPLE LETTERS, FORMS, AND A PERSONALITY INVENTORY ARE INCLUDED. THE FIVE UNITS OF THE SERIES ARE AVAILABLE AS VT 013 110-VT 013 114, ALL IN THIS ISSUE. (BH)|

VT 013 111
DISTRIBUTIVE EDUCATION: UNIT II, MERCHANDISING. FIRST YEAR SERVICE.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 99P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STATE CURRICULUM GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *STUDY GUIDES; RESOURCE MATERIALS; HIGH SCHOOL STUDENTS; *MERCHANDISING; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; VOCATIONAL EDUCATION
IDENTIFIERS - FLORIDA

ABSTRACT - THIS MANUAL IS THE SECOND OF FIVE UNITS WHICH COMPRISE THE FIRST YEAR CURRICULUM OF A 2-YEAR DISTRIBUTIVE EDUCATION PROGRAM. THE GUIDE, DESIGNED FOR A 12-WEEK UNIT OF STUDY, SERVES TO IDENTIFY THE BASIC ACTIVITIES OF MERCHANDISING, DEVELOP A BASIC SKILL PROFICIENCY IN THESE ACTIVITIES, AND SERVE AS AN INSTRUCTIONAL GUIDE FOR THE TEACHER-COORDINATOR. SPECIFIC AREAS COVERED ARE (1) SELLING, (2) ADVERTISING, (3) DISPLAY, (4) STOCK PLANNING, AND (5) CONSUMER CREDIT. EACH SECTION CONTAINS OBJECTIVES, TEACHING TECHNIQUES, ASSIGNMENTS, AND VOCABULARY. THE FIVE UNITS OF THE SERIES ARE AVAILABLE AS VT 013 110-VT 013 114, ALL IN THIS ISSUE. (BH)|

VT 013 112
DISTRIBUTIVE EDUCATION: UNIT III, MARKETING IN OUR ECONOMY. FIRST YEAR SERIES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 51P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STATE CURRICULUM GUIDES; UNITS OF STUDY (SUBJECT FIELDS); RESOURCE MATERIALS; *STUDY GUIDES; HIGH SCHOOL STUDENTS; *MARKETING; INSTRUCTIONAL MATERIALS; *ECONOMIC EDUCATION; VOCATIONAL EDUCATION
IDENTIFIERS - FLORIDA

ABSTRACT - THIS MANUAL IS THE THIRD

OF FIVE UNITS WHICH COMPRISE THE FIRST YEAR CURRICULUM OF A 2-YEAR DISTRIBUTIVE EDUCATION PROGRAM. THE GUIDE IS DESIGNED TO PROVIDE A BASIC UNDERSTANDING OF ECONOMICS, DEVELOP AN UNDERSTANDING OF MARKETING FUNCTIONS, AND SERVE AS AN INSTRUCTIONAL GUIDE FOR THE TEACHER-COORDINATOR. SECTIONS ON ECONOMICS AND MARKETING CONTAINING (1) OBJECTIVES, (2) DEFINITIONS AND VOCABULARY, (3) SUGGESTED TEACHING TECHNIQUES, (4) ASSIGNMENTS, AND (5) REFERENCE MATERIALS ARE DESIGNED FOR A 6-WEEK UNIT OF STUDY. THE FIVE UNITS OF THIS SERIES ARE AVAILABLE AS VT 013 110-VT 013 114, ALL IN THIS ISSUE. (BH)|

VT 013 113
DISTRIBUTIVE EDUCATION: UNIT IV, ORGANIZATION, LOCATION AND FINANCE. FIRST YEAR SERIES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 42P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STATE CURRICULUM GUIDES; *STUDY GUIDES; *HIGH SCHOOL STUDENTS; *BUSINESS ADMINISTRATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - THIS MANUAL IS THE FOURTH OF A SERIES OF FIVE UNITS IN THE FIRST YEAR CURRICULUM OF A 2-YEAR DISTRIBUTIVE EDUCATION PROGRAM. THE GUIDE IS DESIGNED TO ACQUAINT THE STUDENT WITH THE VARIOUS TYPES OF BUSINESS OWNERSHIP, DEVELOP AN UNDERSTANDING OF THE TYPES OF INTERNAL ORGANIZATION, CLARIFY THE FACTORS IN BUSINESS SITE SELECTION, CREATE AN AWARENESS OF BUSINESS CAPITAL REQUIREMENTS, AND IDENTIFY THE SOURCES OF CAPITAL. SECTIONS ON BUSINESS ORGANIZATION, LOCATION, AND FINANCE INCLUDE CLASS OBJECTIVES, VOCABULARY, TEACHING TECHNIQUES, AND REFERENCES. IT IS RECOMMENDED THAT FIVE WEEKS BE DEVOTED TO THE PRESENTATION OF THIS UNIT. THIS DOCUMENT IS ONE OF A SERIES AVAILABLE IN THIS ISSUE AS VT 013 110-VT 013 114. (BH)|

VT 013 114
DISTRIBUTIVE EDUCATION: UNIT V, MARKETING MANAGEMENT. FIRST YEAR SERIES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 37P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *STATE CURRICULUM GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *STUDY GUIDES; HIGH SCHOOL STUDENTS; *MARKETING; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *BUSINESS ADMINISTRATION; VOCATIONAL EDUCATION

ABSTRACT - THIS MANUAL IS THE LAST OF FIVE UNITS IN THE FIRST YEAR CURRICULUM OF A 2-YEAR DISTRIBUTIVE EDUCATION PROGRAM. THE GUIDE IS DESIGNED TO INTRODUCE THE STUDENT TO MARKETING MANAGEMENT, CREATE AN AWARENESS OF THE RESPONSIBILITIES INHERENT IN THE MANAGEMENT OF MARKETING, ACQUAINT THE STUDENT WITH SEVERAL OF THE ALTERNATIVE DECISIONS TO BE DETERMINED BY MARKETING MANAGEMENT, AND PROVIDE AN INSIGHT INTO CAREER OPPORTUNITIES IN THE FIELD. IT IS RECOMMENDED THAT FOUR WEEKS BE DEVOTED TO THE PRESENTATION OF THIS UNIT. THE FIVE UNITS OF THIS SERIES ARE AVAILABLE AS VT 013 110-VT 013 114, ALL IN THIS ISSUE. (BH)|

VT 013 192
APPLEGATE, RONALD, AND OTHERS
METHODS OF TEACHING DISTRIBUTIVE EDUCATION.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 75P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRANSPARENCIES; *TEACHING METHODS; *RESOURCE MATERIALS; *INSTRUCTIONAL AIDS;

TEACHER EDUCATION; MANUALS; INSTRUCTIONAL MATERIALS; METHODS COURSES; OVERHEAD PROJECTORS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION INTERNS FOR USE IN METHODS COURSES, THIS DOCUMENT PRESENTS A COLLECTION OF TRANSPARENCY MASTERS ON TEACHING METHODS. BASED ON THE CHARACTERS OF THE COMIC STRIP, PEANUTS, TRANSPARENCIES ARE INCLUDED ON THE LECTURE METHOD, THE DISCUSSION METHOD, THE PROBLEM-SOLVING METHOD, AND THE UNIT METHOD. (JS)|

VT 013 263
MATTSON, EDWARD;THOMAS, PAUL
PERSONAL SUCCESS. UNIT I, SECOND YEAR SERIES.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 29P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING TECHNIQUES; ASSIGNMENTS; *UNITS OF STUDY (SUBJECT FIELDS); *CAREER PLANNING; CURRICULUM DEVELOPMENT; VOCABULARY

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION COORDINATORS, THIS TEACHING GUIDE IS TO BE USED IN TEACHING A 1-WEEK UNIT ON PERSONAL SUCCESS. RECOMMENDED FOR USE AT THE BEGINNING OF THE YEAR, THIS UNIT GUIDE IS PRIMARILY CONCERNED WITH THE (1) STUDY OF SELECTING A CAREER GOAL, (2) ACHIEVING THE CAREER GOAL THROUGH CONTINUED EDUCATION AND TRAINING, AND (3) ADVANCING IN ONE'S PRESENT OCCUPATION ACCORDING TO INDIVIDUAL TALENTS AND INITIATIVE. ATTENTION IS ALSO GIVEN TO THE STUDY OF BASIC NEEDS, DESIRES, AND MOTIVATIONS WHICH DIRECT HUMAN BEHAVIOR. THIS UNIT ON PERSONAL SUCCESS IS THE FIRST IN A SERIES OF FIVE UNITS WHICH COMPRISE THE CURRICULUM FOR COOPERATIVE DISTRIBUTIVE EDUCATION II AND PROJECT DISTRIBUTIVE EDUCATION III PROGRAMS. UNITS II, III, AND IV OF THIS SERIES ARE AVAILABLE IN THIS ISSUE AS VT 013 264-VT 013 266. UNIT V IS NOT AVAILABLE. (AUTHOR/JS)|

VT 013 264
MATTSON, EDWARD, AND OTHERS
MERCHANDISING II. UNIT II, SECOND YEAR SERIES.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 143P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS); TEACHING TECHNIQUES; RESOURCE MATERIALS; ASSIGNMENTS; CURRICULUM DEVELOPMENT; VOCABULARY

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION COORDINATORS, THIS TEACHING GUIDE IS TO BE USED IN PRESENTING A 13-WEEK UNIT ON MERCHANDISING. THIS UNIT IS THE SECOND IN A SERIES OF FIVE UNITS WHICH COMPRISE THE CURRICULUM FOR COOPERATIVE DISTRIBUTIVE EDUCATION II AND PROJECT DISTRIBUTIVE EDUCATION III PROGRAMS. IT IS HOPED THE UNIT WILL HELP CREATE A BROADER UNDERSTANDING OF THE ACTIVITIES INHERENT IN THE MERCHANDISING PROCESS, DEVELOP AN AWARENESS OF THE INTER-RELATIONSHIPS OF THESE PROCESSES, AND STRENGTHEN THE COMPETENCY AND PROFICIENCY OF THE STUDENT IN PERFORMING MERCHANDISING ACTIVITIES. SPECIFICALLY THE UNIT INCLUDES FOUR SECTIONS ON (1) BUYING, (2) SALES PROMOTION, (3) THE ART OF SELLING, AND (4) CONSUMER CREDIT. ALSO INCLUDED ARE SUGGESTED TEACHING TECHNIQUES, STUDENT ASSIGNMENTS, AND REFERENCES. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 013 263, VT 013 265, AND VT 013 266. UNIT V IS NOT AVAILABLE. (AUTHOR/JS)|

VT 013 265
GENTRY, FRANK;KRAEMER, CHARLES
ORGANIZATION, LAYOUT, FINANCE. UNIT III, SECOND YEAR SERIES.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 84P.

DESCRIPTORS - *DISTRIBUTIVE

EDUCATION; *ORGANIZATION; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS); TEACHING TECHNIQUES; RESOURCE MATERIALS; ASSIGNMENTS; CURRICULUM DEVELOPMENT; VOCABULARY; EDUCATIONAL OBJECTIVES

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION COORDINATORS, THIS TEACHING GUIDE IS TO BE USED IN PRESENTING A 6-WEEK UNIT ON ORGANIZATION, LAYOUT, AND FINANCE. THIS UNIT IS THE THIRD IN A SERIES OF FIVE UNITS WHICH COMPRISE THE CURRICULUM FOR THE COOPERATIVE DISTRIBUTIVE EDUCATION II AND PROJECT DISTRIBUTIVE EDUCATION III PROGRAMS. ORGANIZED INTO THREE SECTIONS, THE UNIT PRESENTS INFORMATION ON (1) ORGANIZATIONAL STRUCTURE AND STAFFING, (2) STORE LAYOUT AND DESIGN, AND (3) FINANCIAL ACCOUNTING, BORROWING, AND INSURANCE. SUGGESTED TEACHING TECHNIQUES, STUDENT ASSIGNMENTS, REFERENCES, AND UNIT OBJECTIVES ARE INCLUDED IN EACH SECTION. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 013 263, VT 013 264, AND VT 013 266. UNIT V IS NOT AVAILABLE. (AUTHOR/JS)|

VT 013 266
BUCKLIN, WALTER;MOSS, NATHAN
MARKETING IN OUR ECONOMY. UNIT IV, SECOND YEAR SERIES.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 65P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS); CURRICULUM DEVELOPMENT; RESOURCE MATERIALS; *MARKETING; TEACHING TECHNIQUES; ASSIGNMENTS; VOCABULARY

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION COORDINATORS, THIS TEACHING GUIDE IS TO BE USED IN PRESENTING A 4-WEEK UNIT ON MARKETING IN OUR ECONOMY. THIS UNIT IS THE FOURTH IN A SERIES OF FIVE UNITS WHICH COMPRISE THE CURRICULUM FOR THE COOPERATIVE DISTRIBUTIVE EDUCATION II AND PROJECT DISTRIBUTIVE EDUCATION III PROGRAMS. THE UNIT IS DIVIDED INTO TWO SECTIONS ON ECONOMICS AND MARKETING AND INCLUDES TEACHING SUGGESTIONS, REFERENCES, STUDENT ASSIGNMENTS, AND A VOCABULARY SECTION. UNITS I-III ARE AVAILABLE IN THIS ISSUE AS VT 013 263-VT 013 265. UNIT V IS NOT AVAILABLE. (AUTHOR/JS)|

VT 013 282
APPLEGATE, RONALD, AND OTHERS
ADVISORY COMMITTEES FOR DISTRIBUTIVE EDUCATION.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 13P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *ADVISORY COMMITTEES; *INSTRUCTOR COORDINATORS; *GUIDELINES

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION INTERNS, THIS MANUAL PROVIDES GUIDELINES TO ALL INDIVIDUALS WHO WORK WITH LOCAL ADVISORY COMMITTEES. TOPICS COVERED INCLUDE: (1) TYPES OF ADVISORY COMMITTEES, (2) PURPOSES OF ADVISORY COMMITTEES, (3) INITIAL MEETING AGENDA, AND (4) SUGGESTED OUTLINE FOR A HANDBOOK FOR COMMITTEE MEMBERS. (JS)|

VT 013 344
THE DEVELOPMENT OF A TOTAL PROGRAM OF EDUCATION FOR THE WORLD OF WORK. PART III, FACILITIES AND EQUIPMENT GUIDE.

DELAWARE OCCUPATIONAL RESEARCH COORDINATING UNIT, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 50P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *MANUALS; *EDUCATIONAL FACILITIES; *EDUCATIONAL EQUIPMENT; *PROGRAM PLANNING; TECHNICAL EDUCATION; INDUSTRIAL ARTS; OCCUPATIONAL CLUSTERS; PROGRAM DEVELOPMENT

ABSTRACT - DEVELOPED FOR USE AS AN EQUIPMENT AND FURNITURE GUIDE. THIS

MANUAL INCLUDES RELATED INFORMATION CONCERNING SIX CLUSTERS OF VOCATIONAL OCCUPATIONS, TECHNICAL OCCUPATIONS, AND INDUSTRIAL ARTS. RECOMMENDED MACHINERY, PORTABLE EQUIPMENT, AND FURNITURE ARE INCLUDED FOR VARIOUS PROGRAMS SUCH AS: (1) DISTRIBUTIVE EDUCATION, (2) OFFICE OCCUPATIONS EDUCATION, (3) AGRICULTURE, (4) HEALTH OCCUPATIONS, (5) TRADE AND INDUSTRIAL, AND (6) HOME ECONOMICS. ALSO INCLUDED ARE RECOMMENDATIONS CONCERNING FACILITIES FOR THESE SIX CLUSTERS AND FOR INDUSTRIAL ARTS. COST INFORMATION IS NOT PROVIDED IN THE MANUAL. RELATED DOCUMENTS ARE AVAILABLE AS VT 007 470 (ARM FALL 1971) AND VT 013 343. (JS)|

VT 013 365
SAFETY TRAINING TECHNIQUES IN THE CLASSROOM.

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OSA-LS-180-REVISED
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (L16.49:180/2, $.10).
PUB DATE - MAY70 7P.1970 REVISION.

DESCRIPTORS - *SAFETY EDUCATION; *TRAINING TECHNIQUES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; MECHANICAL TEACHING AIDS; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS SIX PAGE PAMPHLET WAS DEVELOPED TO PROVIDE INSTRUCTORS WITH TIPS TO EFFECTIVELY TEACH SAFETY TECHNIQUES IN THE CLASSROOM. THE TOPICS INCLUDE: (1) WHAT MAKES A GOOD SAFETY INSTRUCTOR, (2) PLANNING A SAFETY TRAINING COURSE, (3) PSYCHOLOGY IN TEACHING SAFETY, (4) SAFETY TRAINING METHODS, (5) MOTIVATION, (6) CLASSROOM CONDITIONS, (7) MECHANICAL ASPECTS OF INSTRUCTION, AND (8) BLACKBOARD TECHNIQUES. THE DOCUMENT IS PROFUSELY ILLUSTRATED WITH SKETCHES. (GEB)|

VT 013 388
INTRODUCTION TO BUSINESS, CURRICULUM GUIDE.

JEFFERSON COUNTY PUBLIC SCHOOLS, LOUISVILLE, KY. DEPT. OF CURRICULUM DEVELOPMENT AND SUPERVISION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 40P.1969 REVISION.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *BUSINESS ADMINISTRATION; SECONDARY EDUCATION; ECONOMICS; CAREER PLANNING

ABSTRACT - DEVELOPED THROUGH COMMITTEE, THIS CURRICULUM GUIDE FOR INTRODUCTION TO BUSINESS IS A REVISED EDITION OF A PREVIOUSLY USED WORKING COPY OF THE GUIDE. THIS GUIDE CONTAINS A VARIETY OF ACTIVITIES AND CLASSROOM TECHNIQUES THAT TEACHERS MAY BE ABLE TO ADAPT TO THE INTERESTS AND ABILITIES OF THEIR OWN CLASSES. INFORMATION IN THE GUIDE IS DIVIDED INTO 14 UNITS WHICH INCLUDE: (1) YOUR ROLE IN THE BUSINESS WORLD, (2) OUR ECONOMIC SYSTEM, (3) CONSUMER EDUCATION, (4) OUR TAX SYSTEM, (5) EMPLOYMENT IN THE BUSINESS WORLD, (6) TRAVEL, AND (7) FINDING AND FILING SOURCES OF INFORMATION. ALSO INCLUDED ARE (1) SUGGESTIONS FOR FIELD TRIPS, GUEST SPEAKERS, FILMS, AND BULLETIN BOARD, (2) EDUCATIONAL OBJECTIVES, AND (3) A REVIEW OF BUSINESS MATHEMATICS. (JS)|

VT 013 427
GUIDE FOR BUSINESS EDUCATION.

EAST ALLEN COUNTY SCHOOLS, NEW HAVEN, IND.
MF AVAILABLE IN VT-ERIC SET.
EAST ALLEN COUNTY SCHOOLS, 1240 U.S. 30 EAST, NEW HAVEN, INDIANA 46774 ($3.00).
PUB DATE - ND 70P.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM DEVELOPMENT; *CURRICULUM GUIDES; *COURSE DESCRIPTIONS; MANUALS; TYPEWRITING; STENOGRAPHY; ACCOUNTING; OFFICE

MACHINES; OFFICE PRACTICE; LAW INSTRUCTION; CONSUMER ECONOMICS; SALESMANSHIP; ARITHMETIC; *RESOURCE MATERIALS

ABSTRACT - DEVELOPED AS PART OF THE CONTINUOUS CURRICULUM DEVELOPMENT PROGRAM, THESE CURRICULUM OUTLINES WERE DEVELOPED FOR BUSINESS EDUCATION TEACHERS AND ADMINISTRATORS TO USE IN DEVELOPING CURRICULUM. INCLUDED IN THIS MANUAL ARE REVIEWS OF ALL COURSES IN THE BUSINESS EDUCATION CURRICULUM, THE BASIC ESSENTIALS THAT NEED TO BE EMPHASIZED IN ALL SUBJECT AREAS AND GRADE LEVEL COURSES THROUGHOUT THE EAST ALLEN COUNTY SCHOOLS DISTRICT. THE INTENTIONALLY BRIEF CURRICULUM WRITE-UPS, IN ADDITION TO THE OBJECTIVES, INCLUDE ONE OR TWO SUCCESSFULLY USED ACTIVITIES, AS WELL AS SOME TRIED AND TESTED AUDIO-VISUAL MATERIALS, AND SUPPLEMENTARY RESOURCES. COURSES FOR WHICH OUTLINES ARE PROVIDED ARE: (1) GENERAL BUSINESS I-II, (2) BEGINNING TYPEWRITING I-II, (3) ADVANCED TYPEWRITING III-IV, (4) BEGINNING SHORTHAND I-II, (5) ADVANCED SHORTHAND, (6) CLERICAL OFFICE PRACTICE, (7) BOOKKEEPING I-II, (8) BOOKKEEPING III-IV, (9) SALES, (10) BUSINESS ARITHMETIC, (11) CONSUMER ECONOMICS, (12) BUSINESS LAW, AND (13) BUSINESS MACHINES. (JS)|

VT 013 501
SCACCETTI, FERDINANDO C.
SUGGESTED DECA PROJECTS FOR INNER CITY SCHOOLS OF NEW JERSEY.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50).
PUB DATE - DEC70 23P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *YOUTH CLUBS; *INNER CITY; *MANUALS; *PROJECTS; RESOURCE MATERIALS; DISADVANTAGED YOUTH; DISADVANTAGED SCHOOLS; SCHOOL ACTIVITIES; PROGRAM PLANNING; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS AND SUPERVISORS AND PILOT TESTED THROUGHOUT THE STATE, THIS MANUAL SUGGESTS PROJECTS FOR USE WITH DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA). AIMED SPECIFICALLY AT THE INNER-CITY SCHOOL, THESE MATERIALS SHOULD BE USEFUL IN DEVELOPING THE TOTAL DISTRIBUTIVE EDUCATION PROGRAM. THE SEVEN PROJECTS WHICH MAKE UP THIS MANUAL INCLUDE: (1) THE ANTI-POVERTY COMMUNITY PROJECT, (2) INNER-CITY SCHOOL IN-SCHOOL SERVICE PROJECT, (3) PROMOTION OF ECONOMIC DEVELOPMENT THROUGH ENCOURAGING INNER CITY RESIDENTS TO OPERATE THEIR OWN BUSINESSES, AND (4) MODEL LEGISLATION. PURPOSE STATEMENTS, SPECIFICATIONS, JUDGING CRITERIA, AND RATING SHEETS ARE ALSO INCLUDED IN THIS MANUAL. (JS)|

VT 013 505
KABA, ALBERT;BREGMAN, RALPH
INTRODUCTION TO VOCATIONAL DISTRIBUTIVE EDUCATION UNIT.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50).
PUB DATE - MAR71 38P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *CAREER PLANNING; *COURSE CONTENT; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *OCCUPATIONAL GUIDANCE; TEACHING TECHNIQUES; COURSE ORGANIZATION; OCCUPATIONAL INFORMATION; CURRICULUM PLANNING; CAREER OPPORTUNITIES

ABSTRACT - DEVELOPED BY A COMMITTEE

OF TEACHERS AND SUPERVISORS AND PILOT TESTED THROUGHOUT THE STATE, THESE INSTRUCTIONAL MATERIALS ARE INTENDED TO INTRODUCE STUDENTS TO CAREER OPPORTUNITIES IN THE AREA OF DISTRIBUTION. IN AS FAR AS POSSIBLE, A HANDS-ON EXPLORATORY EXPERIENCE WAS INCLUDED IN A NUMBER OF THE EXPLORATORY AREAS. THIS COURSE OF STUDY COVERS A TIME SPAN OF 3 WEEKS AND IS EXPECTED TO BE PRESENTED IN ONE 40-MINUTE PERIOD PER DAY FOR 5 CONSECUTIVE DAYS, A TOTAL OF 200 MINUTES PER WEEK. INCLUDED IN THESE MATERIALS ARE AN OUTLINE OF CONTENT STATED IN BEHAVIORAL OBJECTIVES AND SUGGESTIONS FOR TEACHING THE COURSE. THE APPENDIXES PROVIDE A PRE-TEST/POST-TEST, A CALENDAR, AND A LIST OF RELATED ACTIVITIES. A BIBLIOGRAPHY OF AVAILABLE BOOKS, FILMS, FILMSTRIPS, AND POSTERS IS ALSO INCLUDED. (AUTHOR/JS)|

VT 013 506
MONGELUZI, JOSEPH;STERNBERG, ALBERT
AN OUTLINE FOR A TENTH GRADE CURRICULUM FOR DISTRIBUTIVE EDUCATION.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50).
PUB DATE - MAR71 46P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *COURSE CONTENT; *CURRICULUM DEVELOPMENT; *CAREER OPPORTUNITIES; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; COURSE OBJECTIVES; COURSE ORGANIZATION; OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS AND SUPERVISORS AND PILOT TESTED THROUGHOUT THE STATE, THIS COURSE OUTLINE IS INTENDED TO ASSIST DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS IN EXPANDING THEIR PROGRAM TO THE TENTH GRADE. MAJOR SECTIONS OF THE OUTLINE INCLUDE: (1) GENERAL OBJECTIVES, (2) ORIENTATION, (3) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA), (4) PERSONALITY, (5) DISTRIBUTIVE OCCUPATIONS, AND (6) JOB APPLICATION AND INTERVIEW. OTHER USEFUL RESOURCE MATERIALS FOUND IN THIS OUTLINE ARE A BIBLIOGRAPHY, SOURCE INFORMATION FOR INSTRUCTIONAL MATERIALS, A PERSONALITY INVENTORY, AND A SAMPLE JOB APPLICATION. THIS OUTLINE IS JOB ORIENTED AND PROVIDES FOR DETAILED EXPLORATION OF THE VARIOUS DISTRIBUTIVE OCCUPATIONS. (JS)|

VT 013 507
MELETTA, EDWARD;BREGMAN, RALPH
DISTRIBUTIVE EDUCATION TRAINING SPONSORS HANDBOOK.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50).
PUB DATE - APR71 29P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *GUIDES; *BUSINESS RESPONSIBILITY; *WORK EXPERIENCE PROGRAMS; *EMPLOYER EMPLOYEE RELATIONSHIP; RESOURCE MATERIALS; INSTRUCTOR COORDINATORS; COOPERATIVE EDUCATION; SCHOOL COMMUNITY PROGRAMS

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE AND PILOT TESTED THROUGHOUT THE STATE, THIS HANDBOOK FOR TRAINING STATION SPONSORS COVERS MOST OF THE GENERAL PROCEDURES TO INSURE MEANINGFUL TRAINING OF THE DISTRIBUTIVE EDUCATION STUDENT. MAJOR SECTIONS OF THE HANDBOOK TREAT SUCH TOPICS AS (1) WHAT ARE THE COORDINATOR'S RESPONSIBILITIES TO THE TRAINING STATION? (2) WHAT ARE THE TRAINING

STATION'S RESPONSIBILITIES TO THE COORDINATOR AND STUDENTS? (3) HOW TO TEACH THE STUDENT-TRAINEE, (4) HOW TO SUPERVISE THE TRAINEE'S WORK, AND (5) WHAT RECORDS WILL YOU BE REQUIRED TO MAINTAIN ON THE TRAINEE? ALSO INCLUDED IN THIS HANDBOOK ARE NUMEROUS SAMPLE FORMS AND CHECKLISTS. (JS)|

VT 013 508
SCHWARTZ, MELVIN;BREGMAN, RALPH
DISTRIBUTIVE EDUCATION FOR THE DISADVANTAGED.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50).
PUB DATE - MAR71 41P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *DISADVANTAGED YOUTH; *INNER CITY; *TEACHING GUIDES; *STUDENT PROJECTS; EMPLOYMENT OPPORTUNITIES; EMPLOYMENT QUALIFICATIONS; COMMUNITY SURVEYS; COOPERATIVE EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; RETAILING

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS AND SUPERVISORS, AND PILOT TESTED THROUGHOUT THE STATE, THIS RESOURCE MANUAL OF PROJECTS WAS PREPARED SPECIFICALLY FOR THE INNER CITY YOUTH. INCLUDED IN THE MANUAL ARE 10 PROJECTS DEALING WITH SUCH TOPICS AS: (1) CONSUMER PROTECTION, (2) SALESMANSHIP, (3) CREDIT, (4) RETAILING, (5) ENTRY-LEVEL JOB OPPORTUNITIES, AND (6) JOB QUALIFICATIONS FOR ENTRY-LEVEL JOBS IN CERTAIN BUSINESSES. SUPPLEMENTARY MATERIALS ON THE COMMUNITY SURVEY AND SUGGESTED TEACHING METHODS ARE ALSO GIVEN. DISTRIBUTIVE EDUCATION TEACHERS AND COORDINATORS SHOULD FIND THIS MANUAL USEFUL IN PLANNING LESSONS AND COURSES. (JS)|

VT 013 510
ZELKO, ELMER V.;BREGMAN, RALPH
A GUIDE TO DISTRIBUTIVE EDUCATION COORDINATION.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.;NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50).
PUB DATE - APR71 37P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *INSTRUCTOR COORDINATORS; PROGRAM PLANNING; *PROGRAM COORDINATION; YOUTH CLUBS; COMMUNITY SURVEYS; *TEACHER ROLE; COOPERATIVE EDUCATION

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS AND SUPERVISORS, AND PILOT TESTED THROUGHOUT THE STATE, THIS TEACHER'S GUIDE TO DISTRIBUTIVE EDUCATION COORDINATION SHOULD PROVE USEFUL IN PLANNING BOTH COURSES AND LESSONS. DIVIDED INTO TWO MAJOR SECTIONS ON COORDINATING PRACTICES AND TRAINING AGREEMENTS AND PLANS. TOPICS SUCH AS THE FOLLOWING ARE DISCUSSED: (1) ADMINISTRATION-GUIDANCE-FACULTY COORDINATION, (2) TRAINING STATIONS, (3) ADVISORY COMMITTEES, (4) FIELD TRIPS, (5) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA), (6) SURVEYS, (7) COMMUNICATION, AND (8) VALUES OF TRAINING AGREEMENTS AND PLANS. ALSO INCLUDED ARE SAMPLE FORMS FOR TRAINING AGREEMENTS AND TRAINING PLANS. (JS)|

VT 013 528
CURRICULUM GUIDE FOR BUSINESS ORGANIZATION AND MANAGEMENT.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF CHICAGO, DEPARTMENT OF CURRICULUM, 228 NORTH LASALLE STREET, CHICAGO,

ILLINOIS 60601 ($4.50).
PUB DATE - 68 237P.

DESCRIPTORS - *BUSINESS EDUCATION; *BUSINESS ADMINISTRATION; *TEACHING GUIDES; *COURSE CONTENT; *INSTRUCTIONAL MATERIALS; MARKETING; COURSE ORGANIZATION; RESOURCE MATERIALS; CONCEPT TEACHING

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS COURSE OF STUDY IS INTENDED TO SERVE AS A FUNCTIONAL GUIDE TO ENABLE TEACHERS TO BETTER DEVELOP WITHIN STUDENTS UNDERSTANDINGS AND APPRECIATIONS OF MODERN BUSINESS AND MANAGEMENT. ARRANGED IN OUTLINE FORM, THE TEN SECTIONS OF THE COURSE OF STUDY INCLUDE UNITS ON THE: (1) LEGAL FORMS OF OWNERSHIP, (2) INTERNAL STRUCTURE OF BUSINESS ORGANIZATION, (3) FINANCES: THE SOURCES AND USES OF MONEY, (4) MARKETING, (5) AUXILIARY SERVICES, AND (6) BUSINESS, GOVERNMENT, LABOR, AND THE PUBLIC. ALSO INCLUDED ARE A SUGGESTED TIME SCHEDULE, PUBLIC RELATIONS ACTIVITIES, A BIBLIOGRAPHY, AND NUMEROUS ILLUSTRATIONS. (JS)|

VT 013 549
MERCHANDISE PRICING. INSTRUCTOR'S MANUAL.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (SBA 1.24:20, $2.00).
PUB DATE - 70 70P.

DESCRIPTORS - *BUSINESS EDUCATION; *MERCHANDISING; *MANAGEMENT DEVELOPMENT; *ADULT EDUCATION; *TEACHING GUIDES; RETAILING; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; LESSON PLANS

ABSTRACT - DEVELOPED TO BRING SOUND MANAGEMENT PRINCIPLES AND MODERN TECHNIQUES TO OWNERS AND MANAGERS OF SMALL BUSINESSES, THIS TEACHING MANUAL SHOULD BE USEFUL IN ESTABLISHING AND MAINTAINING MANAGEMENT PROGRAMS. "MERCHANDISE PRICING" IS THE TWENTIETH INSTRUCTOR'S MANUAL IN TWO SERIES OF SUBJECT PRESENTATIONS DESIGNED TO STRENGTHEN AND IMPROVE THE MANAGEMENT CAPABILITIES OF SMALL BUSINESSMEN. SUFFICIENT LECTURE MATERIAL IS CONTAINED IN THE MANUAL FOR A 45 TO 60 MINUTE PRESENTATION INTERSPERSED WITH 16 TRANSPARENCIES. HOWEVER, THIS MATERIAL CAN BE TREATED IN A MORE EXTENSIVE MANNER BY MAKING USE OF FILMS AND CASE STUDIES. MAJOR SECTIONS OF THE COLOR-CODED MANUAL INCLUDE THE: (1) LESSON PLAN, (2) PRESENTATION, (3) VISUAL AIDS, AND (4) CASES IN POINT. NUMEROUS ILLUSTRATIONS AND A BIBLIOGRAPHY ARE ALSO INCLUDED. (AUTHOR/JS)|

VT 013 615
APPLEGATE, RONALD, AND OTHERS
COORDINATION TECHNIQUES FOR COOPERATIVE TRAINING IN DISTRIBUTIVE EDUCATION.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 28P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *PROGRAM COORDINATION; *COOPERATIVE EDUCATION; *INSTRUCTOR COORDINATORS; GUIDELINES; VOCATIONAL FOLLOWUP; PROGRAM EVALUATION; TEACHER ROLE

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION INTERNS, THIS HANDBOOK WAS DEVELOPED TO AID THE STUDENT, EMPLOYER, AND COORDINATOR IN COOPERATIVE EDUCATION PROGRAMS. IN ORDER TO OBTAIN OPTIMUM BENEFITS FROM A COOPERATIVE WORK PROGRAM, AN ORDERLY AND SEQUENTIAL FORMAT HAS BEEN LAID OUT IN THIS HANDBOOK TO AID THE COORDINATOR, ALONG WITH EXAMPLE FORMS TO INITIATE PROGRAMS AND DOCUMENT THE PROGRESS OF INDIVIDUAL STUDENTS. MAJOR SECTIONS OF THE HANDBOOK INCLUDE: (1) INTRODUCTION, (2) INITIATING PLACEMENT WITH PARENT, EMPLOYER, AND STUDENT, (3) WORK STATION COORDINATION OF ADVISORY COMMITTEE, VISITATIONS, SPONSOR AND STUDENT DUTIES, AND (4) PROGRAM FOLLOW-UP AND EVALUATION. (AUTHOR/JS)|

VT 013 677
BLANCHARD, ROBERT L.
GUIDE FOR TEACHING OCCUPATIONAL RESTAURANT OPERATIONS 1-2, 3-4. AN OCCUPATIONAL TRAINING COURSE.

SAN DIEGO CITY SCHOOLS, CALIF.
MF AVAILABLE IN VT-ERIC SET.
SAN DIEGO CITY SCHOOLS, CURRICULUM PRODUCTION OFFICE, ROOM 2002, EDUCATION CENTER, 4100 NORMAL STREET, SAN DIEGO, CALIFORNIA 92103 ($2.25).
PUB DATE - DEC69 147P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; SECONDARY GRADES; EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; FOOD SERVICE

ABSTRACT - DEVELOPED UNDER THE GUIDANCE OF A RESTAURANT OPERATIONS ADVISORY COMMITTEE, THIS CURRICULUM GUIDE IS FOR USE BY INSTRUCTORS IN THE CITY SCHOOLS FOR TEACHING RESTAURANT OPERATION IN GRADES 11 AND 12. THE CONTENT OF THIS COURSE DEALS WITH ORIENTATION TO AND LEARNING OF BASIC RESTAURANT OPERATIONS PROCEDURES, AND IS DIVIDED INTO SIX BASIC PARTS: (1) ORIENTATION, (2) ESSENTIALS OF GOOD TABLE SERVICE, (3) BASIC KNOWLEDGE RELATED TO FOOD PREPARATION, (4) BASIC PRINCIPLES AND PREPARATION OF QUANTITY FOOD, (5) BASIC SKILLS RELATED TO FOOD PREPARATION, AND (6) PREPARATION FOR EMPLOYMENT. SUGGESTED RESOURCE MATERIALS, A BIBLIOGRAPHY OF BOOKS, PERIODICALS AND PAMPHLETS, AND A LIST OF INSTRUCTIONAL AIDS ARE APPENDED. (GEB)|

VT 013 719
DAY, BILL D., COMP.
SPORTING GOODS. PART I: HUNTING AND FISHING EQUIPMENT AND PART II: ATHLETIC, MARINE, AND CAMPING EQUIPMENT. A DISTRIBUTIVE EDUCATION MANUAL.

TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LAB., DISTRIBUTIVE EDUCATION DEPT., DIV. OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PART I AND II $12.95; ANSWER BOOK $3.50).
PUB DATE - 70 336P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RECREATIONAL ACTIVITIES; *SALESMANSHIP; SALES WORKERS; *TEACHING GUIDES; MANUALS; BIBLIOGRAPHIES; EDUCATIONAL OBJECTIVES; GLOSSARIES; *INSTRUCTIONAL MATERIALS; *ATHLETIC EQUIPMENT; CAMPING
IDENTIFIERS - HUNTING EQUIPMENT; FISHING EQUIPMENT; *SPORTING GOODS; MARINE EQUIPMENT

ABSTRACT - THESE MANUALS WERE PREPARED TO INTRODUCE STUDENTS TO THE FUNDAMENTALS OF HUNTING AND FISHING (PART I) AND SPORTS REQUIRING ATHLETIC, MARINE AND CAMPING EQUIPMENT (PART II). THE SPORTS SALESMAN IS IN THE POSITION OF OFFERING A SERVICE TO THE CUSTOMER, AND HE CAN BEST DO SO BY UNDERSTANDING THE SPORTS AND THE VARIETY OF PRODUCTS WHICH MAY BE SOLD TO SATISFY ALL LEVELS OF SPORTS PARTICIPATION. EACH ASSIGNMENT INCLUDES DESCRIPTIVE INFORMATION, QUESTIONS, AND SUGGESTED PROJECTS, AND THEY ARE LIBERALLY ILLUSTRATED WITH PICTURES AND LINE DRAWINGS. GLOSSARIES AND BIBLIOGRAPHIES ARE INCLUDED. AN ANSWER BOOK TO ASSIGNMENT QUESTIONS IS AVAILABLE FROM THE SOURCE OF AVAILABILITY LISTED ABOVE. (CD)|

VT 013 807
APPLEGATE, RONALD, AND OTHERS
METHODS OF TEACHING DISTRIBUTIVE EDUCATION, VOLUME 2.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 56P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRANSPARENCIES;

*TEACHING METHODS; *RESOURCE MATERIALS; *INSTRUCTIONAL AIDS; TEACHER EDUCATION; MANUALS; INSTRUCTIONAL MATERIALS; METHODS COURSES; OVERHEAD PROJECTORS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION INTERNS FOR USE IN METHODS COURSES, THIS DOCUMENT PRESENTS A COLLECTION OF TRANSPARENCY MASTERS ON TEACHING METHODS. BASED ON CHARACTERS OF THE COMIC STRIP, PEANUTS, TRANSPARENCIES ARE INCLUDED ON 34 TEACHING METHODS, SUCH AS THE MONTESSORI METHOD, THE SENSE REALISM METHOD, THE MUNICH METHOD, AND THE MONITORIAL METHOD. A RELATED DOCUMENT OF SIMILAR TRANSPARENCIES IS AVAILABLE AS VT 013 192 (AIM VOL. 5 NO. 1). (JS)

VT 013 840
BATIS, HARRY P.
WHOLESALING IN DISTRIBUTION, A DISTRIBUTIVE EDUCATION MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS LAB.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 ($6.00)
PUB DATE - 71 146P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *WHOLESALING; RESOURCE MATERIALS; *ASSIGNMENTS; *STUDY GUIDES; SECONDARY EDUCATION; POST SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES

ABSTRACT - DEVELOPED THROUGH AN INSTRUCTIONAL MATERIALS LABORATORY, THIS MANUAL IS ONE OF A SERIES OF FOUR ON THE SUBJECT OF WHOLESALING PREPARED TO AID IN DEVELOPING DISTRIBUTIVE EDUCATION PROGRAMS FOR HIGH SCHOOLS, JUNIOR COLLEGES, AND INDIVIDUAL WHOLESALING DISTRIBUTORS. SPECIFICALLY DESIGNED FOR STUDENT USE, THE MANUALS ARE COMPLETELY SELF-CONTAINED. FURTHER, THE MANUAL IS DIVIDED INTO 19 ASSIGNMENTS ON SUCH TOPICS AS: (1) CAREERS IN WHOLESALE DISTRIBUTION, (2) WHOLESALING IN THE UNITED STATES MARKET, (3) MERCHANDISE AGENTS, (4) ESTABLISHING A WHOLESALE BUSINESS, (5) PROBLEMS IN WHOLESALING, AND (6) WHOLESALING TODAY. EACH ASSIGNMENT INCLUDES A BEHAVIORAL OBJECTIVE, DISCUSSION MATERIALS, STUDY QUESTIONS, AND PROJECTS. ALSO INCLUDED ARE CHARTS, TABLES AND A BIBLIOGRAPHY OF REFERENCE MATERIALS. AN ANSWER BOOK ACCOMPANIES THE MANUAL. (JS)

VT 013 846
DITTAMO, GAETANO E.
A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (GENERAL BUSINESS OR NONSKILL AREAS).

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM LABORATORY, VOCATIONAL-TECHNICAL EDUCATION DEPT., BUILDING 4103-KILMER CAMPUS, RUTGERS UNIVERSITY, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00)
PUB DATE - JUL71 164P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *OVERHEAD PROJECTORS; *TRANSPARENCIES; *BUSINESS SUBJECTS; RESOURCE MATERIALS; TEACHING TECHNIQUES; INSTRUCTIONAL MATERIALS; CLERICAL OCCUPATIONS; SECONDARY EDUCATION; CONSUMER ECONOMICS; LAW INSTRUCTION; BUSINESS ENGLISH; SALESMANSHIP; MERCHANDISING; ARITHMETIC

ABSTRACT - DEVELOPED BY A STATE DIVISION OF VOCATIONAL EDUCATION, THIS GUIDE HAS BEEN WRITTEN TO SHOW THE BUSINESS EDUCATION TEACHER HOW THE OVERHEAD PROJECTOR CAN BE USED, WHAT MATERIAL IS AVAILABLE, AND HOW TRANSPARENCIES ARE PREPARED. THE SEVEN MAJOR SECTIONS INCLUDE UNITS ON: (1) ADVERTISING, SALESMANSHIP, AND MERCHANDISING, (2) BUSINESS ARITHMETIC AND BUSINESS

MATHEMATICS, (3) BUSINESS ENGLISH, (4) BUSINESS LAW, (5) GENERAL BUSINESS, INTRODUCTION TO BUSINESS, (6) CONSUMER EDUCATION, AND (7) ECONOMICS. ALSO INCLUDED ARE SAMPLE TRANSPARENCIES FOR EACH OF THE SEVEN UNITS AS WELL AS SOURCE REFERENCES AND TRANSPARENCY MASTERS. A RELATED DOCUMENT ON STENOGRAPHY AND TYPEWRITING IS AVAILABLE AS VT 012 708 (AIM SUMMER 1971). (JS)|

VT 013 868
THE TRAINING OF SHOP AND FIELD SALES FORCE SUPERVISORS. RECOMMENDATION 24.

ELECTRICITY SUPPLY INDUSTRY TRAINING BOARD, LONDON (ENGLAND).
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY71 22P.

DESCRIPTORS - *ELECTRICAL OCCUPATIONS; ELECTRONICS INDUSTRY; *SUPERVISORY TRAINING; TRAINING OBJECTIVES; *SALES OCCUPATIONS; FOREIGN COUNTRIES; MANAGEMENT DEVELOPMENT; ON THE JOB TRAINING; COURSE DESCRIPTIONS; PERSONNEL SELECTION; RECRUITMENT
IDENTIFIERS - *CAREER DEVELOPMENT; GREAT BRITAIN

ABSTRACT - THE PURPOSE OF THIS SET OF STANDARDS FOR BRITISH INDUSTRY IS TO PROVIDE FOR THE TRAINING OF SALES SUPERVISORS OF SHOPS OR FIELD SALES FORCES WITHIN ELECTRICITY BOARDS CONCERNED WITH DISTRIBUTION, AND CONTROL OF STAFF, SALESMEN, SALES DEMONSTRATORS AND CASHIERS. TOPICS OF CONCERN ARE: (1) RECRUITMENT, (2) SELECTION, (3) PATTERN AND DURATION OF TRAINING, (4) INTRODUCTORY TRAINING, (5) SALES SUPERVISORS' COURSE, (6) ON-THE-JOB TRAINING, (7) EDUCATION, (8) SUPERVISION AND ASSESSMENT OF TRAINING, AND (9) CAREER DEVELOPMENT. THE NATIONAL INSTITUTE OF INDUSTRIAL PSYCHOLOGY (NIIP) SEVEN POINT PLAN, AN OUTLINE OF A TRAINING COURSE FOR SALES SUPERVISORS, AND A CHECK LIST FOR A REPORT ON SUPERVISORS OR TRAINEES ARE APPENDED. (GEB)|

VT 013 873
ALLEN, KAREN SUE, AND OTHERS
VOCATIONAL INDUSTRIAL COOPERATIVE TRAINING AND DISTRIBUTIVE EDUCATION FOR GRADES 10-12. EXPERIMENTAL EDITION, 1968.

NEDERLAND INDEPENDENT SCHOOL DISTRICT, TEX.
DOCUMENT NOT AVAILABLE FROM EDRS. ASSISTANT SUPERINTENDENT FOR INSTRUCTION, NEDERLAND INDEPENDENT SCHOOL DISTRICT, 220 17TH STREET, NEDERLAND, TEXAS 77627
PUB DATE - JUL68 86P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *CURRICULUM GUIDES; EDUCATIONAL OBJECTIVES; *PROGRAM COORDINATION; PROGRAM ADMINISTRATION; TEACHING TECHNIQUES; YOUTH CLUBS; ADVISORY COMMITTEES; COURSE CONTENT; COURSE ORGANIZATION
IDENTIFIERS - DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - DEVELOPED FOR HIGH SCHOOL INDUSTRIAL COOPERATIVE TRAINING AND DISTRIBUTIVE EDUCATION TEACHERS, THIS CURRICULUM GUIDE DESCRIBES THE CHARACTERISTICS OF THE TWO PROGRAMS AND OUTLINES THE SCOPE AND SEQUENCE OF SUBJECT MATTER. SPECIFIC INFORMATION PROVIDED FOR THE INDUSTRIAL TRAINING PROGRAM PERTAIN TO SUCH TOPICS AS OBJECTIVES, INSTRUCTIONAL PRACTICES, PROGRAM COSTS, AND RESOURCE MATERIALS. INFORMATION FOR DISTRIBUTIVE EDUCATION TEACHERS COVER SUCH TOPICS AS BASIC REQUIREMENTS AND REGULATIONS, THE OPERATION OF A DISTRIBUTIVE EDUCATION PROGRAM, AND THE SCOPE AND UNITS FOR GRADE 11 AND GRADE 12. NUMEROUS CHARTS AND FORMS FOR USE BY THE PROGRAM COORDINATOR ARE INCLUDED. (AUTHOR/JS)|

VT 013 889
GETTING YOUR JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.;OHIO STATE DEPT. OF EDUCATION, COLUMBUS.

AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
GDEX 900/05-AWE-2
OHIO AGRICULTURAL EDUCATION
CURRICULUM MATERIALS SERVICE, THE
OHIO STATE UNIVERSITY, 2120 FYFFE
ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 15P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL INFORMATION; *JOB APPLICATION; EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; *EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN GETTING A SOCIAL SECURITY CARD, COMPILING A RESUME, FILLING OUT A JOB APPLICATION FORM, AND PREPARING FOR A JOB INTERVIEW. ILLUSTRATIONS, SAMPLE APPLICATION FORMS, AND A SAMPLE RESUME ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891 IN THIS ISSUE. (SB)

VT 013 908
CLOTHING SERVICES TRAINING GUIDE.
TENTATIVE EDITION.

NEW YORK STATE EDUCATION DEPT.,
ALBANY. BUREAU OF SECONDARY
CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT,
STATE EDUCATION DEPARTMENT, ALBANY,
NEW YORK 12224 (LIMITED
DISTRIBUTION-NOT AVAILABLE OUTSIDE
NEW YORK STATE)
PUB DATE - 71 96P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *SERVICE OCCUPATIONS; *CLOTHING MAINTENANCE SPECIALISTS; OUT OF SCHOOL YOUTH; SECONDARY EDUCATION; ADULT EDUCATION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; *CURRICULUM GUIDES; JOB TRAINING; PROGRAM DEVELOPMENT; PROGRAM LANNING

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS, THIS TENTATIVE PROGRAM GUIDE IS FOR TEACHER USE IN ESTABLISHING A 2-YEAR PROGRAM TO PREPARE HIGH SCHOOL STUDENTS, OUT OF SCHOOL YOUTH, OR ADULTS FOR EMPLOYMENT IN SELECTED SUPERVISED CLOTHING SERVICES OCCUPATIONS. SECTIONS OF THE GUIDE CONTAIN: (1) SUGGESTIONS FOR ESTABLISHING THE PROGRAM, WHICH INCLUDES APPOINTING THE ADVISORY COMMITTEE, IDENTIFYING THE OCCUPATIONS FOR TRAINING, SELECTING TRAINEES AND INSTRUCTIONAL STAFF, AND PROVIDING THE ESSENTIAL TRAINING COMPONENTS AND FACILITIES, (2) SUGGESTIONS FOR DEVELOPING A COURSE OF STUDY, WHICH OFFERS GUIDES FOR USING THE STATE COURSE OF STUDY AND BRIEFLY DESCRIBES THE COURSE OF STUDY, AND (3) A 2-PART COURSE OF STUDY, WHICH OUTLINES SUBJECT MATTER AND OFFERS SUGGESTIONS FOR APPROPRIATE LEARNING EXPERIENCES. THE COURSE OF STUDY EMPHASIZES ORIENTATION TO WORK AND DEVELOPING COMPETENCIES IN SIX OCCUPATIONAL CLUSTERS, INCLUDING: (1) GARMENT CONSTRUCTION, (2) GARMENT ALTERATION, (3) COLLECTING AND SORTING GARMENTS AND HOUSEHOLD ARTICLES, (4) LAUNDERING AND PRESSING GARMENTS AND HOUSEHOLD ARTICLES, (5) MANAGEMENT OF CLOTHING, AND (6) SELLING CLOTHING AND RELATED MERCHANDISE. A SELECTED RESOURCE LIST AND SOURCES OF BULLETINS AND AUDIOVISUAL MATERIALS ARE INCLUDED. COMPANION PUBLICATIONS, AVAILABLE IN THIS ISSUE, ARE VT 010 551 AND VT 010 573. (SB)

VT 013 943
DISTRIBUTIVE EDUCATION II, COURSE
OF STUDY.

OKLAHOMA STATE BOARD OF VOCATIONAL
AND TECHNICAL EDUCATION,
STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM AND INSTRUCTIONAL
MATERIALS CENTER, STATE DEPARTMENT
OF VOCATIONAL AND TECHNICAL
EDUCATION, 1515 WEST 6TH AVENUE,
STILLWATER, OKLAHOMA 74074 ($10.00)
PUB DATE - 71 628P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES;

INSTRUCTOR COORDINATORS; *TEACHING TECHNIQUES; INSTRUCTIONAL MATERIALS; *EDUCATIONAL OBJECTIVES; TESTS; CLASS ORGANIZATION; *INDIVIDUALIZED INSTRUCTION; ASSIGNMENTS; MERCHANDISING; RESOURCE MATERIALS

ABSTRACT - PREPARED THROUGH A STATE DEPARTMENT OF DISTRIBUTIVE EDUCATION (DE), THIS TEACHING GUIDE WAS DEVELOPED TO ASSIST TEACHER-COORDINATORS IN IMPROVING THEIR METHODS OF INSTRUCTION. WITH EMPHASIS ON INDIVIDUALIZED INSTRUCTION, UNITS IN THE COURSE OF STUDY COVER SUCH TOPICS AS: (1) HUMAN RELATIONS, (2) BASIC SELLING, (3) SALES PROMOTION, (4) VISUAL MERCHANDISING, (5) LOCATION AND LAYOUT, (6) STORE ORGANIZATION, AND (7) THE AMERICAN MARKET. EACH INSTRUCTIONAL UNIT INCLUDES OBJECTIVES, SUGGESTED ACTIVITIES, INFORMATION SHEETS, ASSIGNMENT SHEETS, TRANSPARENCY MASTERS, ATTACHMENTS, TESTS AND TEST ANSWERS. TO FURTHER ASSIST THE TEACHER IN PLANNING AND ORGANIZING HIS CLASS, THIS COLOR-CODED GUIDE ALSO INCLUDES SUGGESTED TEACHING TIME PER UNIT. INSTRUCTION TIME FOR THE ENTIRE COURSE OF STUDY IS ESTIMATED AT 15 WEEKS. (JS)|

VT 014 013
ANGEL, ROYCE JAY, AND OTHERS
GUIDE FOR TEACHING COOPERATIVE DISTRIBUTIVE EDUCATION I, COURSE OF STUDY.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DEPT. OF PUBLIC INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71
283P.DEVELOPMENTS OF A WORKSHOP (NORTH CAROLINA STATE UNIV.. RALEIGH. JUNE 1971).

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TEACHING TECHNIQUES; CLASS ORGANIZATION; TRANSPARENCIES; *STUDENT PROJECTS; *EDUCATIONAL OBJECTIVES; SCHOOL INDUSTRY RELATIONSHIP; SALESMANSHIP; MARKETING; COOPERATIVE EDUCATION; SECONDARY EDUCATION

ABSTRACT - PREPARED THROUGH A WORKSHOP OF DISTRIBUTIVE EDUCATION (DE) TEACHER-COORDINATORS, THIS TEACHING GUIDE SHOULD PROVE VALUABLE IN DEVELOPING A FIRST YEAR DE PROGRAM. ARRANGED IN OUTLINE FORMAT, THE FIVE UNITS OF THE GUIDE ARE: (1) SCHOOL AND BUSINESS RELATIONSHIPS, (2) BASIC SALESMANSHIP, (3) SALES SUPPORTING ACTIVITIES, (4) SALES PROMOTION, (5) AND ORGANIZATION FOR MARKETING. IN ADDITION TO OUTLINING TOPICS TO BE DISCUSSED, TEACHING TIME, TEACHING TECHNIQUES, EDUCATIONAL OBJECTIVES, AND REFERENCES ARE SUGGESTED THROUGHOUT THE GUIDE. ALSO INCLUDED ARE OTHER TEACHING AIDES SUCH AS "HOW TO ANALYZE ATTITUDES," CASE STUDIES, PROJECTS, CHARTS, AND TRANSPARENCY MASTERS. A GUIDE FOR DE II IS AVAILABLE IN THIS ISSUE AS VT 014 014. (JS)|

VT 014 014
ANGEL, ROYCE JAY, AND OTHERS
GUIDE FOR TEACHING COOPERATIVE DISTRIBUTIVE EDUCATION II, COURSE OF STUDY.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DEPT. OF PUBLIC INSTRUCTION.
MF AVAILABLE IN VT_ERIC SET.
PUB DATE - 71 295P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; LEADERSHIP TRAINING; *MERCHANDISING; *TEACHING TECHNIQUES; CLASS ORGANIZATION; *STUDENT PROJECTS; EDUCATIONAL OBJECTIVES; SALESMANSHIP; TRANSPARENCIES; COOPERATIVE EDUCATION; SECONDARY EDUCATION

ABSTRACT - PREPARED DURING A 2-YEAR PERIOD BY DISTRIBUTIVE EDUCATION (DE) TEACHERS FROM NORTH CAROLINA. THIS TEACHING GUIDE SHOULD PROVE VALUABLE IN DEVELOPING THE SECOND YEAR DE PROGRAM. ARRANGED IN OUTLINE FORMAT, THE FIVE UNITS OF THE GUIDE ARE: (1) LEADERSHIP DEVELOPMENT, (2) COMMUNICATIONS IN

BUSINESS, (3) ECONOMICS IN BUSINESS, (4) MERCHANDISING, AND (5) CREATIVE SALESMANSHIP. IN ADDITION TO OUTLINING TOPICS TO BE DISCUSSED, TEACHING TIME, TEACHING TECHNIQUES, EDUCATIONAL OBJECTIVE, AND REFERENCES ARE SUGGESTED THROUGHOUT THE GUIDE. ALSO INCLUDED ARE OTHER TEACHING AIDS SUCH AS CASE STUDIES, STUDENT PROJECTS, CHARTS, AND TRANSPARENCY MASTERS. A GUIDE FOR DE I IS AVAILABLE IN THIS ISSUE AS VT 014 013. (JS)I

VT 014 026
REAL ESTATE SALESMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-69
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP70 20P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *REAL ESTATE OCCUPATIONS; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; SALES OCCUPATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE REAL ESTATE SALESMAN OCCUPATION. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, [illegible]) OPPORTUNITIES FOR ADVANCEMENT, (9) PROFESSIONAL ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A REAL ESTATE SALESMAN INCLUDING ON-THE-JOB TRAINING, AND LICENSING REQUIREMENTS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)I

VT 014 051
SALES CLERK AND SALESPERSON.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-64
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JAN70 18P.

DESCRIPTORS - *BUSINESS EDUCATION; JOB TRAINING; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL GUIDANCE; *VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; ADULT EDUCATION; *SALES OCCUPATIONS
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE SALES CLERK AND SALESPERSON. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SALES CLERK INCLUDING ON-THE-JOB TRAINING, ADULT PROGRAMS AND GOVERNMENT FINANCED PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)I

VT 014 052
INSURANCE SALESMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-63
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - DEC69 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *SALES OCCUPATIONS; *INSURANCE OCCUPATIONS; BUSINESS EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS INSURANCE SALESMEN. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND PROFESSIONAL ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN INSURANCE SALESMAN INCLUDING ON-THE-JOB TRAINING AND LICENSING REQUIREMENTS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 055
WAITER-WAITRESS.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-60
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP69 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *FOOD SERVICE OCCUPATIONS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; WAITERS; WAITRESSES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE WAITER AND WAITRESS OCCUPATIONS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND (9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A WAITER OR WAITRESS INCLUDING ON-THE-JOB TRAINING, AND HIGH SCHOOL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)

VT 014 147
LYNCH, RICHARD L.;WHITE, THOMAS R.
TRAINING PLANS FOR HIGH SCHOOL COOPERATIVE DISTRIBUTIVE EDUCATION PROGRAMS: A DEVELOPMENTAL PROJECT.

INDIANA UNIV., BLOOMINGTON. DIV. OF VOCATIONAL EDUCATION.
INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 97P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; INSTRUCTOR COORDINATORS; PROGRAM

DEVELOPMENT; *ON THE JOB TRAINING; COOPERATIVE EDUCATION; *EDUCATIONAL PLANNING; MANUALS; *SCHOOL INDUSTRY RELATIONSHIP; *TEACHING GUIDES

ABSTRACT - PREPARED BY TEACHER EDUCATORS, WITH THE AID OF PROJECT PARTICIPANTS, THIS MANUAL INCLUDES 19 TRAINING PLANS FOR USE IN PLANNING AND CONDUCTING THE WORK EXPERIENCE OF DISTRIBUTIVE EDUCATION STUDENTS. PRESENTED IN OUTLINE FORMAT EACH TRAINING PLAN SUGGESTS LEARNING ACTIVITIES, APPROXIMATES TIME, AND PROVIDES SPACE FOR EVALUATION AND INDIVIDUAL STUDY ASSIGNMENTS. SPECIFIC PLANS COVER AREAS SUCH AS: (1) ADVERTISING SERVICES, (2) AUTOMOTIVE, (3) FLORISTRY, (4) FOOD SERVICES, (5) HOME FURNISHINGS, (6) HOTEL AND LODGING, (7) PETROLEUM, AND (8) TRANSPORTATION. INCLUDED IN THIS TEACHING GUIDE IS A SUMMARY OF REPLIES TO AN INFORMAL SURVEY CONCERNING THE USE OF THE TRAINING PLANS THAT WERE RECEIVED FROM 42 STATE SUPERVISORS OF DISTRIBUTIVE EDUCATION. (JS)

VT 014 200 ED 056 227
GUIDELINES TO INITIATE AND OPERATE A COOPERATIVE VOCATIONAL EDUCATION PROGRAM.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL AND CONTINUING EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 83P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM PLANNING; *PROGRAM DEVELOPMENT; GUIDELINES; *MANUALS; ADMINISTRATIVE ORGANIZATION; EMPLOYMENT PRACTICES; FINANCIAL SUPPORT; RECORDS (FORMS); SECONDARY GRADES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF VOCATIONAL EDUCATION, THIS HANDBOOK IS FOR SCHOOL ADMINISTRATORS, COORDINATORS AND TEACHERS TO USE IN PLANNING, ESTABLISHING AND CONDUCTING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. THE BASIC PURPOSE OF THE COOPERATIVE PROGRAM IS TO PROVIDE OCCUPATIONAL TRAINING THROUGH THE USE OF BUSINESS AND INDUSTRIAL CONCERNS. PROBLEMS CONNECTED WITH SUCH A PROGRAM INCLUDE: (1) PROGRAM ORGANIZATION AND ESTABLISHMENT, (2) PROGRAM GUIDELINES, (3) LAW, RULES, AND REGULATIONS FOR EMPLOYMENT, (4) ADMINISTRATION AND SUPERVISION, (5) FINANCING THE PROGRAM, AND (6) EVALUATION. INFORMATION CONCERNING PROCEDURES AND SAMPLE FORMS IS APPENDED. (GEB)

VT 014 293
CHARNEY, ALAN
RECRUITING IN DISTRIBUTIVE EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($1.00)
PUB DATE - 71 24P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *RECRUITMENT; RECORDS (FORMS); *TEACHER ROLE; PUBLIC RELATIONS

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS TEACHING GUIDE WAS PREPARED TO AID IN RECRUITING STUDENTS FOR DE PROGRAMS. USEFUL IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS, THE PURPOSE OF THE GUIDE IS TO HELP INFORM STUDENTS, ADMINISTRATORS, AND COUNSELORS OF THE CAREER OPPORTUNITIES IN THE AREA OF DISTRIBUTIVE EDUCATION. MAJOR SECTIONS OF THE GUIDE ARE: (1) PEOPLE WHO CAN BEST ASSIST IN OBTAINING QUALITY STUDENTS, (2) RECRUITING ACTIVITIES TO PROMOTE INTEREST IN DISTRIBUTIVE EDUCATION, (3) SAMPLE LETTER TO STUDENT, (4) SAMPLE LETTER TO PARENT, (5) STUDENT APPLICATION FOR DISTRIBUTIVE EDUCATION, AND (6) STUDENT AGREEMENT FORM. AVAILABLE FOR USE WITH THIS GUIDE ARE TRANSPARENCIES WHICH ARE AVAILABLE IN THIS ISSUE AS VT 014 340. (JS)|

VT 014 320
ELLIS, OWEN H.
THE EMPLOYEE'S ROLE IN THEFT REDUCTION. A DISTRIBUTIVE EDUCATION PRESENTATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 (SLIDES AND ILLUSTRATED SCRIPT $11.50-ALLOW 4 WEEKS FOR DELIVERY)
PUB DATE - 71 19P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *SCRIPTS; SECONDARY EDUCATION; POST SECONDARY EDUCATION; MERCHANDISING; *SALES WORKERS; *ROLE; RETAILING
IDENTIFIERS - THEFT REDUCTION

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS DOCUMENT PROVIDES THE SCRIPT PREPARED TO ACCOMPANY 47 SLIDES ON THEFT REDUCTION. DESIGNED PRIMARILY FOR USE ON THE SECONDARY LEVEL, IT IS RECOMMENDED THAT AT LEAST 3 DAYS BE ALLOWED FOR INSTRUCTIONAL PURPOSES. HOWEVER, IT SHOULD BE NOTED THAT THESE MATERIALS ALSO CAN BE USED IN POST-SECONDARY PROGRAMS AND WITH LOCAL MERCHANTS AND CHAMBER GROUPS. TOPICS COVERED BY THE SCRIPT INCLUDE: (1) FREQUENCY OF SHOPLIFTING, (2) FACTS, (3) THE PROFESSIONAL GREETING OF CUSTOMERS, (4) OVER SURVEILLANCE: A COMMON ERROR, (5) COOPERATION WITH POLICE AND COURTS, (6) DRESSING ROOM SURVEILLANCE, (7) REGISTER VIGILANCE, AND (8) CUSTOMERS WITH OPEN PACKAGES. (JS)|

VT 014 323
THE DOWNTOWN TEACHER; A HANDBOOK FOR TRAINING SPONSORS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($0.25)
PUB DATE - 70 14P.1970 REVISION

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *RESOURCE MATERIALS; TEACHER ROLE; PROGRAM COORDINATION; COOPERATIVE EDUCATION; *RESOURCE STAFF ROLE; *EMPLOYERS

ABSTRACT - DEVELOPED AS A HANDBOOK FOR THE "DOWNTOWN TEACHER," THIS PAMPHLET DIRECTED TO THE EMPLOYER, EXPLAINS THE IMPORTANCE AND THE ROLE OF THE TRAINING SPONSOR IN DISTRIBUTIVE EDUCATION. THE DOCUMENT IS POCKET SIZE, AND THE DATA, PRESENTED IN CLEAR, CONCISE LANGUAGE, INCLUDE: (1) MESSAGE TO THE EMPLOYER, (2) THE BASIC GOALS OF THE DISTRIBUTIVE EDUCATION INSTRUCTIONAL PROGRAMS, (3) RESPONSIBILITIES OF THE TRAINING SPONSOR, (4) THE ROLE OF THE SPONSOR, AND (5) THE ROLE OF THE TEACHER. THE PAMPHLET SHOULD BE USEFUL IN ORIENTING THE "DOWNTOWN TEACHER" TO HIS RESPONSIBILITIES AND PROVIDE HIM WITH A CLOSER RELATIONSHIP TO THE SCHOOL'S DISTRIBUTIVE EDUCATION PROGRAM. (JS)|

VT 014 324
DISTRIBUTIVE EDUCATION I; SUGGESTED TEACHING CALENDAR.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 18P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; SECONDARY EDUCATION; RESOURCE MATERIALS; AREA VOCATIONAL SCHOOLS; CAREER PLANNING; *VOCATIONAL COUNSELING; *SALESMANSHIP; TEACHING TECHNIQUES; *SCHOOL CALENDARS

ABSTRACT - DEVELOPED BY A VOCATIONAL EDUCATION MEDIA CENTER, THIS TEACHING GUIDE/CALENDAR SHOULD BE OF VALUE IN PLANNING ACTIVITIES FOR DISTRIBUTIVE EDUCATION I CLASSES IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS. THE CALENDAR IS ARRANGED IN A TABULAR FORMAT AND INCLUDES SUGGESTED TEACHING METHODS AND INSTRUCTIONAL AIDS AS WELL AS DATES. TOPICS OUTLINED INCLUDE: (1) ORIENTATION, (2) HOW TO APPLY FOR JOB, (3) LIKELY FIRST JOBS, (4) PERSONALITY IN ACTION, (5) FOUNDATION FOR SELLING, (6) SALES PRESENTATION, (7) COMMUNICATIONS, (8) INTRODUCTION TO MATHEMATICS, AND (9) BASIC ORGANIZATION OF DISTRIBUTION. (JS)|

VT 014 325
DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; INDEX OF TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($3.00)
PUB DATE - 71 27P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *YOUTH CLUBS; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS; INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *TRANSPARENCIES; *COCURRICULAR ACTIVITIES; LEADERSHIP TRAINING; STUDENT ORGANIZATIONS
IDENTIFIERS - DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - DEVELOPED BY A MEDIA CENTER, THESE TRANSPARENCIES WERE PREPARED FOR USE WITH YOUTH CLUBS IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL SCHOOLS. THE 23 TRANSPARENCIES IN THE FOLDER RELATE TO VARIOUS FEATURES OF THE DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA). THEMES OF THE TRANSPARENCIES INCLUDE: (1) ON THE JOB TRAINING OR PROJECTS, (2) LEVELS OF DECA, (3) CHAPTER ACTIVITIES, (4) DECA SCHOLARSHIP AWARDS, (5) COMPETITIVE ACTIVITIES--INDIVIDUAL, (6) CONFERENCES, (7) DECA ACTIVITY CALENDAR, AND (8) ESSENTIALS FOR A GOOD DECA CHAPTER. THOSE COLOR-CODED TRANSPARENCIES REPRESENT A REVISION OF A PREVIOUS SET PROCESSED AS VT 008 944 AIM WINTER, 1969. (JS)|

VT 014 328
POLLACK, MARY N.
BASIC INSTRUCTION SERIES FOR DISTRIBUTIVE EDUCATION (TOPICAL OUTLINES).

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA, 29631 ($0.85)
PUB DATE - 71 27P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *RESOURCE MATERIALS; *CURRICULUM DEVELOPMENT; SECONDARY SCHOOLS; AREA VOCATIONAL SCHOOLS; INSTRUCTIONAL MATERIALS; *SALESMANSHIP; MERCHANDISING; OCCUPATIONAL INFORMATION; *CURRICULUM GUIDES
IDENTIFIERS - OUTLINES

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS DOCUMENT PRESENTS TOPICAL OUTLINES OF THE BASIC DE CURRICULUM MATERIALS. KEYED TO INSTRUCTIONAL MANUALS PROVIDED EACH TEACHER-COORDINATOR IN SOUTH CAROLINA, THESE OUTLINES ARE USEFUL IN BOTH SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS. UNITS OF STUDY ARE OUTLINED OR SUGGESTED FOR TOPICS SUCH AS: (1) SELF ANALYSIS

AS A STEP TOWARD THE WORLD OF WORK, (2) THE CUSTOMER'S VIEWPOINT IN SELLING, (3) KINDS OF DISTRIBUTIVE BUSINESSES, (4) KINDS OF EMPLOYMENT IN DISTRIBUTION, (5) MATHEMATICS OF DISTRIBUTION (TEXAS OUTLINE SERIES), (6) YOUR CAREER IN DISTRIBUTION, (7) PREPARE YOURSELF TO SELL, (8) READING--ITS PLACE IN COMMUNICATION, (9) SALES PROMOTION, (10) DISPLAY, (11) MERCHANDISING POLICIES, AND (12) WHAT TO BUY. THE OUTLINES ARE GROUPED IN TERMS OF THEIR USE IN DE I-A, DE I, AND DE II. (JS)|

VT 014 336
GUIDELINES--COOPERATIVE OCCUPATIONAL-VOCATIONAL EDUCATION AND WORK-STUDY PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF CAREER EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
COVEP-1
PUB DATE - 15SEP70 123P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM DEVELOPMENT; *GUIDELINES; PROGRAM IMPROVEMENT; *WORK STUDY PROGRAMS; PROGRAM ADMINISTRATION; CHILD LABOR LAWS; RESOURCE MATERIALS; SCHOOL INDUSTRY RELATIONSHIP; VOCATIONAL COUNSELING

ABSTRACT - IN AN EFFORT TO ENCOURAGE THE DEVELOPMENT OF ADDITIONAL COOPERATIVE EDUCATION AND WORK-STUDY PROGRAMS, THESE GUIDELINES WERE PREPARED FOR USE BY ADMINISTRATORS, COORDINATORS, COUNSELORS, AND TEACHERS. INFORMATION CONCERNING COOPERATIVE EDUCATION PROGRAMS COVER TOPICS SUCH AS: (1) WHERE COOPERATIVE EDUCATION PROGRAMS MAY BE USED, (2) EMPLOYER BENEFITS, (3) INDUSTRY'S ROLE, (4) STUDENT TRANSPORTATION, AND (5) CHILD LABOR LAWS. INFORMATION PROVIDED ON WORK-STUDY PROGRAMS INCLUDES: (1) TYPE OF WORK STUDENT MAY PERFORM, (2) STUDENT PARTICIPATION, (3) LIMITATIONS-HOURS AND COMPENSATION, AND (4) SUPERVISION AND COORDINATION. THE APPENDIX PROVIDES RESOURCE MATERIALS SUCH AS FORMS FOR TRAINING AGREEMENTS, EMPLOYER FOLLOW-UP, AND EMPLOYER AND STUDENT REPORTS. A GUIDE TO CHILD LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT IS BOUND WITHIN THE DOCUMENT. (JS)|

VT 014 337
BURKETT, R. VERNER
LOCATING AND SECURING A JOB.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($0.50)
PUB DATE - 70 35P.

DESCRIPTORS - *VOCATIONAL EDUCATION; MANUALS; JOB PLACEMENT; *HIGH SCHOOL STUDENTS; *JOB APPLICATION; *BEHAVIOR; GUIDELINES; *EMPLOYMENT INTERVIEWS

ABSTRACT - PREPARED BY A MEDIA CENTER STAFF, THIS MANUAL IS FOR STUDENT USE IN LEARNING HOW TO SECURE A JOB. THE UNIT WAS WRITTEN PRIMARILY FOR HIGH SCHOOL STUDENTS WHO ARE ENROLLED IN A VOCATIONAL EDUCATION COURSE. TOPICS INCLUDE: (1) SECURING A JOB, (2) DECIDING WHAT KIND OF WORK YOU WOULD LIKE TO DO, (3) LOCATING JOB OPENINGS, (4) DECIDING WHERE YOU WOULD LIKE TO WORK AND ARRANGING FOR A JOB INTERVIEW, (5) FILLING IN THE JOB APPLICATION, (6) BEING INTERVIEWED, AND (7) ACCEPTING OR REFUSING THE JOB. SAMPLE LETTERS, PROPER DRESS HABITS AND QUESTIONS ARE GIVEN. (GEB)|

VT 014 338
CAMPBELL, BROY SHEALY
RETAIL CREDIT TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.

VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($1.50)
PUB DATE - 71 21P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *RETAILING; *CREDIT (FINANCE); *TRANSPARENCIES; SECONDARY EDUCATION; VOCATIONAL EDUCATION; AREA VOCATIONAL SCHOOLS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION (DE) TEACHERS, THESE TRANSPARENCIES WERE PREPARED FOR USE IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL CENTERS. THE 18 TRANSPARENCIES IN THE FOLDER TREAT RETAIL CREDIT TOPICS SUCH AS: (1) WHAT IS CREDIT?, (2) TWO KINDS OF CREDIT, (3) ADVANTAGES OF CREDIT EXTENSION--LARGER SALES, (4) ADVANTAGES OF CREDIT EXTENSION--ATTRACT CUSTOMERS, (5) DISADVANTAGES OF EXTENDING CREDIT--COLLECTION COSTS AND LOSSES, (6) ADVANTAGES OF INSTALLMENT CREDIT, (7) HOW A BANK CREDIT CARD SYSTEM OPERATES, AND (8) KEYS TO GOOD CREDIT. THESE READY-TO-USE TRANSPARENCIES WERE PREPARED USING TWO COLORS--RED AND BLACK. A RELATED DOCUMENT IS AVAILABLE AS VT 014 339 (IN THIS ISSUE). (JS)|

VT 014 339
CAMPBELL, BROY SHEALY
RETAIL CREDIT.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($3.00)
PUB DATE - 70 56P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TEACHING GUIDES; *RETAILING; *CREDIT (FINANCE); CONSUMER ECONOMICS; EDUCATIONAL OBJECTIVES; SECONDARY EDUCATION; *TEACHING TECHNIQUES

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION TEACHER, THIS TEACHING GUIDE SUGGESTS MATERIAL FOR COURSE CONTENT IN DISTRIBUTIVE EDUCATION II CLASSES ON THE SECONDARY LEVEL. ARRANGED IN OUTLINE FORMAT, THE GUIDE INCLUDES FOUR UNITS ON RETAIL CREDIT WHICH ARE: (1) CONSUMER CREDIT IN TODAY'S ECONOMY, (2) RETAIL CREDIT POLICIES AND PROCEDURES, (3) CONTROLLING AND COLLECTING CREDIT ACCOUNTS, AND (4) THE INDIVIDUAL'S CREDIT RECORD. EACH UNIT CONTAINS TEACHING OBJECTIVES, SUGGESTED RESOURCE MATERIALS, A UNIT REVIEW, AND SUGGESTED TEST QUESTIONS. A SET OF TRANSPARENCIES DEVELOPED TO ACCOMPANY THIS GUIDE IS AVAILABLE AS VT 014 338 (IN THIS ISSUE). (JS)|

VT 014 340
CHARNEY, ALAN
RECRUITING IN DISTRIBUTIVE EDUCATION, TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($2.50)
PUB DATE - 71 41P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; *CAREER PLANNING; *TRANSPARENCIES; *VOCATIONAL COUNSELING; *RECRUITMENT; SECONDARY EDUCATION; AREA VOCATIONAL SCHOOLS

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THESE TRANSPARENCIES WERE PREPARED FOR USE IN RECRUITING STUDENTS FOR DE PROGRAMS. USEFUL IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL SCHOOLS THE 31 TRANSPARENCIES TREAT TOPICS SUCH AS: (1) WHAT D.E. CAN OFFER YOU, (2) MORE JOB OPPORTUNITIES, (3) STRUCTURE OF THE D.E. PROGRAM, (4) D.E. EDUCATION INSTRUCTIONAL AREAS, (5) DISTRIBUTION IN THE ECONOMY, (6) DISTRIBUTION IN A FREE ENTERPRISE SYSTEM, (7) THE DECA CREED, (8) THE PROJECT STUDENT, (9) CHAPTER ACTIVITIES, AND (10) D.E. OFFERS YOU A FUTURE. A SCRIPT FOR USE WITH THESE TRANSPARENCIES IS INCLUDED AND A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 293. (JS)|

VT 014 341
VON GUNTEN, JANE ELLEN
PRINTED RESOURCES FOR FASHION COORDINATION INSTRUCTION. DISTRIBUTIVE EDUCATION REPORT.

WISCONSIN UNIV., MADISON. DISTRIBUTIVE EDUCATION OFFICE.;WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV70 31P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *BIBLIOGRAPHIES; *CURRICULUM DEVELOPMENT; PROGRAM DEVELOPMENT; *RESOURCE MATERIALS; POST SECONDARY EDUCATION; RETAILING

ABSTRACT - INCLUDED IN THIS DOCUMENT IS A BIBLIOGRAPHY OF MATERIALS USEFUL IN TEACHING FASHION COORDINATION. EMERGING AS A SUBJECT AREA IN POST SECONDARY DISTRIBUTIVE EDUCATION (DE), FASHION COORDINATION IS DEFINED AS INVOLVING THOSE PROMOTIONAL AND SALES SUPPORTING ACTIVITIES DESIGNED TO: (1) AID IN SELLING FASHION MERCHANDISE AT ALL PRICE LEVELS THROUGHOUT THE STORE, (2) INCREASE THE STORE'S FASHION PRESTIGE, (3) EXECUTE STORE FASHION PROMOTIONS, AND (4) COORDINATE FASHIONS WITHIN THE STORE. LISTINGS IN THE BIBLIOGRAPHY ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THE FOLLOWING CATEGORIES: BOOKS, PERIODICALS, AND SPECIAL AIDS. INDIVIDUAL ENTRIES INCLUDE THE AUTHOR AND PUBLISHER'S ADDRESS AND ARE CODED ACCORDING TO THE RESEARCH METHOD USED TO LOCATE THE DOCUMENT. THIS BIBLIOGRAPHY OF RESOURCE MATERIALS SHOULD BE USEFUL TO POST SECONDARY DE TEACHERS INVOLVED IN PROGRAM AND CURRICULUM PLANNING. (JS)|

VT 014 349
NEWSOME, HAROLD J., AND OTHERS
FILING--THE KEY TO BETTER ORGANIZATION FOR TEACHING MARKETING AND DISTRIBUTION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($5.00)
PUB DATE - 70 70P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; *FILING; INFORMATION SYSTEMS; *INFORMATION STORAGE; *INFORMATION RETRIEVAL; *ORGANIZATION; INDEXING

ABSTRACT - USEFUL IN ORGANIZING AND RETRIEVING TEACHER MATERIALS, THIS PACKAGE PROVIDES INFORMATION ON A DISTRIBUTIVE EDUCATION (DE) FILE INDEX. THE INDEX IS BASED ON A NUMERICAL SYSTEM OF 1000 AND INCLUDES 16 MAJOR SECTIONS AMONG WHICH ARE: (1) 000 ADMINISTRATION, (2) 100 DECA, (3) 200 RECORDS AND ORIENTATION, (4) 300 SALESMANSHIP, (5) 700 MERCHANDISING, (6) 750 PRODUCT INFORMATION, AND (7) 850 LOCATION AND LAYOUT. ALSO INCLUDED ARE INSTRUCTIONS FOR USING THE INDEX AND SHEETS OF FILE FOLDER LABELS. (JS)|

VT 014 351
FOOD DISTRIBUTION--"THE SUPERMARKET." TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH

CAROLINA 29631 ($2.25)
PUB DATE - 71 23P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; *TRANSPARENCIES; AREA VOCATIONAL SCHOOLS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; MARKETING; *FOOD SERVICE OCCUPATIONS; *ENTRY WORKERS; OCCUPATIONAL INFORMATION; CAREER PLANNING; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION (DE) TEACHERS, THESE TRANSPARENCIES WERE PREPARED FOR USE WITH A COMPANION DOCUMENT TITLED FOOD DISTRIBUTION--THE SUPERMARKET--ENTRY OCCUPATION. USEFUL IN SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS THE 19 TRANSPARENCIES COVER SUCH TOPICS AS: (1) STORE ORGANIZATION PLAN, (2) CHANNELS OF DISTRIBUTION, (3) LADDER OF SUCCESS, (4) THE BAG BOY, (5) THE CHECKER, (6) COMMON CHECK-OUT ERRORS, (7) STOCKMAN - UTILITY MAN - POOR, AND (8) CONSUMERISM. THE RELATED DOCUMENT IS AVAILABLE AS VT 014 352 IN THIS ISSUE. (JS)|

VT 014 352
FOOD DISTRIBUTION--"THE SUPERMARKET" ENTRY OCCUPATIONS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($1.00)
PUB DATE - 71 54P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *OCCUPATIONAL INFORMATION; *ENTRY WORKERS; *FOOD SERVICE OCCUPATIONS; SECONDARY EDUCATION; *MANUALS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; AREA VOCATIONAL SCHOOLS; CAREER PLANNING; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION TEACHERS, THIS MANUAL WAS PREPARED TO HELP COORDINATORS PROVIDE STUDENTS WITH OCCUPATIONAL INFORMATION CONCERNING THE FOOD SERVICE INDUSTRY. USEFUL IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL CENTERS, THE MANUAL PROVIDES INFORMATION ON SUCH TOPICS AS: (1) HOW THE FOOD INDUSTRY COMPARES WITH OTHER INDUSTRIES, (2) HISTORY AND DEVELOPMENT OF THE SUPERMARKET, (3) STORE ORGANIZATION PLAN, (4) CHANNELS OF DISTRIBUTION, (5) PACKAGING, AND (6) A SAMPLE OF BENEFITS IN FOOD DISTRIBUTION CAREERS. THE DOCUMENT INCLUDES NUMEROUS ILLUSTRATIONS, JOB DESCRIPTIONS, DISCUSSION QUESTIONS, AND TESTS. TELATED TRANSPARENCIES ARE AVAILABLE AS VT 014 351 IN THIS ISSUE. (JS)|

VT 014 390
JARRELL, DAISY R., COMP.
START GETTING THAT JOB NOW; A VOCATIONAL GUIDANCE HANDBOOK, APPENDIX Z TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN.;MEMPHIS COMMUNITY LEARNING LAB., TENN.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *VOCATIONAL COUNSELING; *OCCUPATIONAL INFORMATION; *MANUALS; RESOURCE MATERIALS; *OCCUPATIONAL GUIDANCE; EMPLOYMENT INTERVIEWS; EMPLOYMENT QUALIFICATIONS; *JOB APPLICATION

ABSTRACT - BASED ON INFORMATION TAKEN FROM THE "YOU AND YOUR JOB SERIES", THIS GUIDANCE HANDBOOK WAS PREPARED TO ASSIST STUDENTS IN UNDERSTANDING THE EMPLOYMENT PROCESS AND THE ROLE OF AN EMPLOYEE. THE HANDBOOK IS WRITTEN IN CLEAR, CONCISE LANGUAGE AND COVERS TOPICS SUCH AS: (1) SOME INFORMATION ON JOB FIELDS AND THEIR FUTURE, (2) LEARNING JOB SKILLS, (3) HOW YOU SHOULD LOOK, (4) GETTING THERE, (5) WORDS AND PHRASES TO KNOW, (6) SAMPLE APPLICATION BLANK, (7) THE INTERVIEW, (8) GETTING ALONG WITH

THE BOSS, (9) UNIONS AND YOU, AND (10) YOU AND YOURSELF. DEVELOPED AS APPENDIX Z TO AN ANNUAL INTERIM REPORT, THE HANDBOOK ALSO INCLUDES A SAMPLE APPLICATION BLANK. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 392 (ALSO IN THIS ISSUE), AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5, NO. 3). (JS)|

VT 014 392

THE GENERAL CO-OP CURRICULUM FOR JUNIOR AND SENIOR HIGH SCHOOLS. COURSE OF STUDY OF GENERAL COOPERATIVE EDUCATION. APPENDIX Y TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - JAN71 211P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *OCCUPATIONAL INFORMATION; CAREER PLANNING; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; SECONDARY EDUCATION; *CURRICULUM GUIDES; TEACHER ROLE; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; *COURSE CONTENT; TEACHING TECHNIQUES; *OCCUPATIONAL GUIDANCE; ECONOMICS; CONSUMER ECONOMICS

ABSTRACT - DEVELOPED AS PART OF THE JUNIOR AND SENIOR HIGH PHASES OF THE SPAN PROJECT (SYSTEMS PROGRAM APPROACHING NON-UNEMPLOYMENT OF VOCATIONAL STUDENTS), THIS CURRICULUM GUIDE WAS PREPARED TO AID THE TEACHER-COORDINATOR IN PRESENTING GENERAL EMPLOYMENT INFORMATION. ARRANGED IN EIGHT UNITS INFORMATION IS PROVIDED ON: (1) ORIENTATION TO COOPERATIVE EDUCATION, (2) GETTING THAT JOB, (3) YOU AND YOUR ATTITUDE, (4) GENERAL SAFETY, (5) ORGANIZATIONS FOR LABOR AND MANAGEMENT, (6) TAXES AND SOCIAL SECURITY, (7) USING YOUR MONEY WISELY, AND (8) YOU AND YOUR CAREER. ALSO INCLUDED ARE GENERAL OBJECTIVES, REFERENCES, A COURSE OUTLINE, AND A MESSAGE TO THE STUDENT. THE APPENDIX INCLUDES A LESSON PLAN FORM AND A STUDENT EVALUATION FORM. THIS COLOR-CODED GUIDE WAS FIELD TESTED DURING THE SECOND SEMESTER OF THE 1970-71 SCHOOL YEAR. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 390 (ALSO IN THIS ISSUE) AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5 NO. 3). (JS)|

VT 014 475

AGRICULTURE SALES AND SERVICE. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF SALES AND SERVICE IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.;WISCONSIN STATE UNIV., PLATTEVILLE.;WISCONSIN STATE UNIV., RIVER FALLS.;WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 31P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON,

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHER WORKSHOPS; TEACHING TECHNIQUES; COOPERATIVE EDUCATION; *SALESMANSHIP

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAM IN SALES IN SERVICE. ORGANIZED BY EDUCATIONAL OBJECTIVES THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) SELLING IN OUR AMERICAN ECONOMY, (2) CHARACTERISTICS OF A SALESMAN, (3) CARRYING OUT A CONVERSATION, (4) LETTER OF APPLICATION, (5) THE JOB INTERVIEW, (6) CLOSING THE SALE, (7) COMPUTING THE SALES TICKET, AND (8) USING

CREDIT IN AGRI-BUSINESS. THE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY INCLUDES TEXTBOOKS, PAMPHLETS AND BULLETINS, AND FILMSTRIPS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474 AND VT 014 476-VT 014 481. (JS)|

VT 014 485
VOCATIONAL EDUCATION.

MARSHALL COMMUNITY UNIT SCHOOLS, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 56P.1969-1970 REVISION.

DESCRIPTORS - VOCATIONAL EDUCATION; *BUSINESS EDUCATION; *AGRICULTURAL EDUCATION; *INDUSTRIAL ARTS; *HOME ECONOMICS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *CURRICULUM GUIDES; COURSE OBJECTIVES; COURSE CONTENT
IDENTIFIERS - *DIVERSIFIED OCCUPATIONS

ABSTRACT - PREPARED FOR THE COMMUNITY UNIT SCHOOLS, THIS DOCUMENT CONTAINS OUTLINES FOR BUSINESS EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, DIVERSIFIED OCCUPATIONS, AND AGRICULTURAL EDUCATION COURSES. UNDER BUSINESS EDUCATION, SPECIFIC OBJECTIVES ARE STATED FOR: (1) OFFICE OCCUPATIONS, (2) SHORTHAND I AND II, (3) DISTRIBUTIVE EDUCATION, (4) OCCUPATIONS, (5) BOOKKEEPING, (6) CONSUMER PROBLEMS, (7) TYPING I AND II, (8) BUSINESS MACHINES, (9) OFFICE PRACTICE, (10) GENERAL BUSINESS, (11) JUNIOR HIGH TYPING, AND (12) CLERICAL RECORD KEEPING. FOR HOME ECONOMICS, A COURSE DESCRIPTION, METHOD OF EVALUATION, GENERAL OBJECTIVES, AND COURSE OUTLINE ARE GIVEN FOR COURSES OFFERED IN GRADES 7 THROUGH 12. INDUSTRIAL ARTS COURSES OUTLINED INCLUDE: (1) GENERAL WOODS I, (2) POWER MECHANICS, AND (3) CABINET MAKING. LISTS OF POSSIBLE OCCUPATIONS AND SUGGESTED RELATED MATERIAL ARE PROVIDED FOR THE DIVERSIFIED OCCUPATIONS COURSE. THE AGRICULTURE CURRICULUM OUTLINE INCLUDES: (1) MECHANICAL DRAWING, (2) ARCHITECTURAL DRAWING, (3) ELECTRICITY-ELECTRONICS, (4) AGRICULTURE OCCUPATIONS I THROUGH IV, AND (5) AN ADULT PROGRAM IN AGRICULTURE. (GEB)|

VT 014 496
BUSINESS EDUCATION CURRICULUM GUIDE.

KOKOMO-CENTER TOWNSHIP CONSOLIDATED SCHOOL CORP., IND. DEPT. OF BUSINESS AND OFFICE EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
KOKOMO-CENTER TOWNSHIP CONSOLIDATED, SCHOOL CORPORATION, ADMINISTRATION BLDG., 100 WEST LINCOLN ROAD, KOKOMO, INDIANA 46901 ($1.00)
PUB DATE - ND 112P.

DESCRIPTORS - *BUSINESS EDUCATION; *COURSE CONTENT; COURSE ORGANIZATION; *CURRICULUM GUIDES; PROGRAM DESCRIPTIONS; *OFFICE OCCUPATIONS EDUCATION; COOPERATIVE EDUCATION; DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; EDUCATIONAL OBJECTIVES; COURSE OBJECTIVES; TYPEWRITING; ACCOUNTING; STENOGRAPHY; BUSINESS ENGLISH; *RESOURCE UNITS

ABSTRACT - THIS DOCUMENT OUTLINES THE COURSES WHICH REPRESENT THE BUSINESS EDUCATION CURRICULUM AT KOKOMO HIGH SCHOOL. IN ADDITION TO OUTLINING SUBJECT MATTER, THE GUIDE IDENTIFIES TEXTBOOKS USED, COURSE OBJECTIVES, COURSE CREDIT, PREREQUISITES, COURSE REQUIREMENTS AND REFERENCE MATERIALS. COURSES OUTLINED INCLUDE: (1) BOOKKEEPING I, II, III, IV, (2) BUSINESS ARITHMETIC, (3) BUSINESS ENGLISH, (4) CLERICAL PRACTICE I AND II, (5) GENERAL BUSINESS I AND II, (6) SHORTHAND I, II, III, (7) TYPING I, II, III, IV, AND (8) INTRODUCTION TO DATA PROCESSING. CURRICULUMS ARE ALSO SUGGESTED FOR THE STENOGRAPHIC STUDENT, THE CLERICAL STUDENT, THE BOOKKEEPING STUDENT, AND THE DISTRIBUTIVE EDUCATION STUDENT.

(JS)|

VT 014 514
CAREERS UNLIMITED...SERVICES--
PEOPLE ORIENTED--MATHEMATICS.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 12P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL NEEDS; *MATHEMATICS; *SERVICE OCCUPATIONS; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS MATHEMATICS FOR WORKERS SUCH AS GOVERNMENT EMPLOYEES, POLICEMEN, FIREMEN, WAITERS, AND COOKS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNING JOB POSSIBILITIES, EDUCATION NEEDED FOR CERTAIN CAREERS, SKILL DEVELOPMENT, AND INVESTIGATING PAY SCALES. (GEB)|

VT 014 517
CAREERS UNLIMITED...ENTERTAINMENT
AND COMMUNICATIONS--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *ENGLISH; *COMMUNICATIONS; GRAPHIC ARTS; HOUSEWIVES
IDENTIFIERS - *ENTERTAINMENT INDUSTRY

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN ENTERTAINMENT AND COMMUNICATIONS. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS ENGLISH CAN MAKE TO PERSONS IN THESE INDUSTRIES. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNED WITH CAREERS IN SPORTS, THE PERFORMING ARTS, RADIO AND TELEVISION, GRAPHIC ARTS, ADVERTISING, AND THE DUTIES OF A HOUSEWIFE. (GEB)|

VT 014 546 ED 058 448
VOCATIONAL INSTRUCTIONAL MATERIALS
FOR DISTRIBUTIVE EDUCATION
AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL
LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402 (STOCK NO.
1780-0837, $1.25)
PUB DATE - AUG71 104P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR DISTRIBUTIVE EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE

APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) ADVERTISING, (2) APPAREL AND ACCESSORIES, (3) AUTOMOTIVE, (4) FINANCE AND CREDIT, (5) FOOD DISTRIBUTION AND SERVICES, (6) GENERAL MERCHANDISE, (7) FLORISTRY, (8) HARDWARE, BUILDING MATERIALS, FARM, AND GARDEN, (9) HOME FURNISHINGS, (10) HOTEL AND LODGING, (11) INDUSTRIAL MARKETING, (12) INSURANCE, (13) INTERNATIONAL, WHOLESALE, AND RETAIL TRADE, (14) PERSONAL SERVICES, (15) REAL ESTATE, (16) RECREATION AND TOURISM, AND (17) TRANSPORTATION. IN ADDITION TO THE DISTRIBUTIVE EDUCATION AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 556
TRANSPORTATION CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 61P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *TRANSPORTATION

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH TRANSPORTATION CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 33 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 558
FASHION AND CLOTHING CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 39P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *CLOTHING; MERCHANDISING
IDENTIFIERS - *FASHIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH FASHION AND CLOTHING CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 16 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 561

RESTAURANT CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 43P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *FOOD SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH RESTAURANT CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 29 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 563
STORE WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 27P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; WORKBOOKS; ELEMENTARY GRADES; *RETAILING; LEARNING ACTIVITIES; *NONPROFESSIONAL PERSONNEL; SALES WORKERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH CAREERS FOR STORE WORKERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR NINE ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 605
EMPLOYEE IMPROVEMENT PROGRAM. PERSONALITY DEVELOPMENT, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 38P.

DESCRIPTORS - *PERSONALITY DEVELOPMENT; *HUMAN RELATIONS; SELF ACTUALIZATION; *EMPLOYEE ATTITUDES; *BUSINESS SUBJECTS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; IMPROVEMENT PROGRAMS; SELF EVALUATION

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS IS ONE OF THE ELECTIVE 10-HOUR COURSES IN THE EMPLOYEE IMPROVEMENT PROGRAM, AND IS DESIGNED TO GIVE THE EMPLOYEE MOTIVATION FOR AND WAYS OF IMPROVING INDIVIDUAL PERSONALITY. CONTENTS INCLUDE SESSIONS ENTITLED: (1) WHAT IS PERSONALITY, (2) INDIVIDUAL PERSONALITY AND RELATION TO OTHERS, (3) EMOTIONS IN RELATION TO PERSONALITY, (4) CONTROLLING ACTIONS AND ATTITUDES OF OTHERS, AND (5) SELF AND BUSINESS IMPROVEMENT. THE MATERIAL PROVIDED FOR EACH SESSION INCLUDES OBJECTIVES OF THE SESSION, SUPPLIES NEEDED, CONTENT, AND TEACHING SUGGESTIONS. A PERSONALITY INVENTORY, A QUIZ, A LIST OF PERSONALITY TRAITS MOST CUSTOMERS LIKE AND DISLIKE, AND SUGGESTED REFERENCE MATERIALS ARE INCLUDED.

(GEB)|

VT 014 628
CUSTOMER RELATIONS, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 41P.

DESCRIPTORS - *HUMAN RELATIONS; *SALESMANSHIP; BUSINESS SUBJECTS; PERSONALITY DEVELOPMENT; *IMPROVEMENT PROGRAMS; *EMPLOYEE ATTITUDES; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS TEACHING GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING CUSTOMER RELATIONS IN THE EMPLOYEE IMPROVEMENT PROGRAM. THE COURSE IS DESIGNED TO IMPROVE CUSTOMER RELATIONS AND TO DEVELOP A CLIENTELE BY BETTER UNDERSTANDING THE CUSTOMER. CONTENTS INCLUDE SESSIONS ENTITLED: (1) THE CUSTOMER AND RELATIONSHIPS, (2) TODAY'S ADULT CUSTOMERS, (3) TODAY'S TEENAGE CUSTOMERS, (4) UNDERSTANDING WHY CUSTOMERS BUY AND THE IMPORTANCE OF SERVICE, AND (5) CUSTOMER SERVICE. THE MATERIAL PROVIDED FOR EACH SESSION INCLUDES OBJECTIVES OF THE SESSION, SUPPLIES NEEDED, CONTENT, AND TEACHING SUGGESTIONS. SUMMARY QUIZZES, PROBLEMS OF TODAY'S CUSTOMERS, AND SUGGESTIONS FOR ANALYZING CUSTOMER WANTS ARE INCLUDED. (GEB)|

VT 014 629
TOURIST PROMOTION AND HUMAN RELATIONS. AN INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 59P.

DESCRIPTORS - *HUMAN RELATIONS; PERSONALITY DEVELOPMENT; *EMPLOYEE ATTITUDES; BUSINESS SUBJECTS; *IMPROVEMENT PROGRAMS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; *TOURISM
IDENTIFIERS - NORTH CAROLINA

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS TEACHING GUIDE PROVIDES SUGGESTIONS FOR INSTRUCTORS TEACHING THE PRACTICE OF TOURIST PROMOTION AND HUMAN RELATIONS. OUTLINES ARE PROVIDED FOR THE SESSIONS, ENTITLED: (1) ORIENTATION AND BACKGROUND OF THE TOURIST INDUSTRY, (2) CHARACTERISTICS OF THE TOURIST, (3) SERVING THE TOURIST IS A JOB OF SALESMANSHIP, AND (4) HUMAN RELATIONS. EACH SECTION INCLUDES SUGGESTIONS TO THE INSTRUCTOR AND A TEACHING OUTLINE. A LIST OF PERSONALITY TRAITS MOST CUSTOMERS LIKE AND DISLIKE, THE TEN COMMANDMENTS OF HUMAN RELATIONS, A SHORT COURSE IN HUMAN RELATIONS, THE ABC'S OF COURTESY, AND SIX PRINCIPLES SET FORTH BY J.C. PENNEY ARE APPENDED. (GEB)|

VT 014 645 ED 061 413
WRITING PERFORMANCE GOALS: STRATEGY AND PROTOTYPES. A MANUAL FOR VOCATIONAL AND TECHNICAL EDUCATORS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.;MCGRAW-HILL BOOK CO., NEW YORK, N.Y. GREGG DIV.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
GREGG DIVISION, MCGRAW-HILL BOOK COMPANY, NEW YORK, NEW YORK (PRODUCT CODE # 24640-8, $3.60 NET)
PUB DATE - ND 107P.

DESCRIPTORS - *PERFORMANCE CRITERIA; MANUALS; PERFORMANCE; STANDARDS; *EDUCATIONAL SPECIFICATIONS; PERFORMANCE SPECIFICATIONS; *EDUCATIONAL STRATEGIES; *MODELS; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; VOCATIONAL EDUCATION; TECHNICAL EDUCATION; GUIDELINES

ABSTRACT - THE RESULT OF A COOPERATIVE PROJECT OF THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION AT THE OHIO STATE

UNIVERSITY AND THE MCGRAW-HILL BOOK COMPANY, THIS MANUAL WAS PREPARED TO DEVELOP PROTOTYPES OF PERFORMANCE GOALS FOR USE BY CURRICULUM SPECIALISTS AND DEVELOPERS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION AND TO PROVIDE CONCOMITANT GUIDELINES FOR TRAINING WRITERS OF PERFORMANCE GOALS. THE DOCUMENT CONTAINS TWO SECTIONS, WITH THE FIRST PART MAKING UP THE MANUAL FOR PREPARING PERFORMANCE GOALS AND THE SECOND PROVIDING PROTOTYPES OF PERFORMANCE GOALS. PART I INCLUDES: (1) CHARACTERISTICS OF PERFORMANCE GOALS, (2) DEFINITION OF TERMS, (3) SOME QUESTIONS ABOUT PERFORMANCE GOALS, (4) A SYSTEM FOR WRITING PERFORMANCE GOALS, (5) THE NUMBER OF PERFORMANCE GOALS TO BE PREPARED, AND (6) IMPLEMENTATION. PART II PROVIDES PROTOTYPE PERFORMANCE GOALS FOR VARIOUS AREAS OF AGRICULTURAL EDUCATION, BUSINESS AND DISTRIBUTIVE EDUCATION, HEALTH EDUCATION, HOME ECONOMICS EDUCATION, TECHNICAL EDUCATION, AND TRADE AND INDUSTRIAL EDUCATION. NUMEROUS CHARTS ILLUSTRATE THE MANUAL. (AW)

VT 014 666
VOCATIONAL YOUTH ORGANIZATIONS IN DELAWARE. AN INTEGRAL PART OF VOCATIONAL EDUCATION PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR71 40P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDENT ORGANIZATIONS; *TEACHING METHODS; *COCURRICULAR ACTIVITIES; *YOUTH CLUBS
IDENTIFIERS - FUTURE FARMERS OF AMERICA; FFA; FUTURE HOMEMAKERS OF AMERICA; FHA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA; VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA; DELAWARE BUSINESS CLUBS; DBC

ABSTRACT - YOUTH ORGANIZATIONS IN VOCATIONAL EDUCATION PROVIDE OPPORTUNITIES FOR DEVELOPING A FEELING OF BELONGINGNESS AND PRIDE IN STUDENTS, INTERPRETING VOCATIONAL EDUCATION TO OTHERS, AND IMPROVING THE PUBLIC IMAGE OF VOCATIONAL EDUCATION. THIS PUBLICATION DISCUSSES THE BENEFITS AND ROLE OF STUDENT ORGANIZATIONS AND UTILIZING AND IMPLEMENTING THE ORGANIZATIONS AS A METHOD OF INSTRUCTION. THE BOOKLET ALSO PRESENTS DESCRIPTIONS OF THE FOLLOWING STUDENT ORGANIZATIONS: (1) FUTURE FARMERS OF AMERICA, (2) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA, (3) VOCATIONAL INDUSTRIAL CLUBS OF AMERICA, (4) DELAWARE BUSINESS CLUBS, AND (5) FUTURE HOMEMAKERS OF AMERICA. SOURCES OF ADDITIONAL INFORMATION ARE INCLUDED. (SB)

VT 014 697 ED 059 382
CURRICULUM GUIDE FOR FOOD SERVICE OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS. OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 ($2.50)
PUB DATE - MAY70 210P.

DESCRIPTORS - *FOOD SERVICE OCCUPATIONS; *STATE CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; EQUIPMENT; BIBLIOGRAPHIES; SECONDARY EDUCATION; OCCUPATIONAL CLUSTERS; *LEARNING ACTIVITIES; HUMAN RELATIONS; SANITATION; SAFETY; FOOD PROCESSING OCCUPATIONS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED BY CURRICULUM SPECIALISTS ASSISTED BY AN ADVISORY COMMITTEE, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF FOOD SERVICE OCCUPATIONS, OR FOR ENTRY INTO POST-HIGH SCHOOL PROGRAMS FOR ADVANCED WORK. DESIGNED FOR USE IN GRADES 11 AND 12, THE GUIDE IS ONE OF SEVERAL

DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY," A PROGRAM BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. THE FOOD SERVICE OCCUPATIONS CLUSTER CURRICULUM IS BASED ON A SURVEY OF OREGON'S PRESENT AND PROJECTED NEEDS AND AN ANALYSIS OF JOB TITLES. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, OUTLINES ARE PROVIDED FOR EIGHT UNITS, EACH INCLUDING OBJECTIVES, SUBCONCEPTS AND CONTENT OUTLINES, SUGGESTED LEARNING ACTIVITIES, AND EVALUATION AND GENERALIZATION SUGGESTIONS. A LIST OF JOB DESCRIPTIONS, EQUIPMENT NEEDS, A BIBLIOGRAPHY, AND SUGGESTED TEACHING AIDS ARE APPENDED. (GEB)

VT 014 713
CURRICULUM GUIDE FOR AGRI-BUSINESS OCCUPATIONS IN MINNESOTA.

STAPLES AREA VOCATIONAL SCHOOL, MINNESOTA.;MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL. DIV. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL MATERIALS CENTER, STAPLES AREA VOCATIONAL SCHOOL, STAPLES, MINNESOTA 56479 ($5.00)
PUB DATE - ND 381P.1971 REVISION.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRIBUSINESS; SALESMANSHIP; HUMAN RELATIONS; BUSINESS SUBJECTS; SECONDARY GRADES

ABSTRACT - A REVISION OF AN EARLIER TEACHER'S GUIDE, THIS COURSE GUIDE IS DESIGNED TO AID VOCATIONAL AGRICULTURE TEACHERS IN PLANNING AND PRESENTING AGRI-BUSINESS COURSES ON THE HIGH SCHOOL LEVEL. CONTENTS INCLUDE EIGHT TEACHING UNITS, COVERING: (1) ORIENTATION, (2) HUMAN RELATIONS IN AGRICULTURAL OCCUPATIONS, (3) EFFECTS OF AGRI-BUSINESS ON MODERN SOCIETY, (4) AGRI-BUSINESS OCCUPATIONS, (5) AGRI-BUSINESS ORGANIZATION, (6) AGRI-BUSINESS SALESMANSHIP, (7) BUSINESS PROCEDURES, AND (8) PERSONAL MONEY MANAGEMENT. EACH UNIT PROVIDES BROAD OBJECTIVES FOLLOWED BY TEACHING SUGGESTIONS AND CONTENT. ALSO INCLUDED IN EACH UNIT ARE A LIST OF REFERENCES, TRANSPARENCY MASTERS, TESTS, AND OTHER RELATED MATERIAL. ADDITIONAL TEACHING INFORMATION FOR THE FIRST THREE UNITS IS APPENDED. THE GUIDE IS COLOR-CODED FOR EASE IN USING. (AW)|

VT 014 751
RESOURCE UNIT ON SALESMANSHIP AND SELLING IN AGRICULTURAL SALES AND SERVICE FOR SPECIALIZED CURRICULUM IN AGRICULTURAL SALES AND SERVICE. RESOURCE UNIT 6.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX.;ARIZONA UNIV., TUCSON. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-920-30
PUB DATE - 71 77P.

DESCRIPTORS - AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *RESOURCE UNITS; *AGRICULTURAL SUPPLY OCCUPATIONS; OFF FARM AGRICULTURAL OCCUPATIONS; *AGRIBUSINESS; *SALESMANSHIP; SERVICE OCCUPATIONS; INSTRUCTIONAL MATERIALS; TRANSPARENCIES

ABSTRACT - DEVELOPED BY HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS, THIS PUBLICATION IS THE SIXTH IN A SERIES OF RESOURCE UNITS AND IS DESIGNED AS A GUIDE FOR TEACHER USE IN PROVIDING INSTRUCTION CONCERNING SELLING AND SALESMANSHIP IN THE AREA OF AGRICULTURAL SALES AND SERVICES. CONTENTS INCLUDE A BRIEF INTRODUCTION, CONCEPTS TO BE TAUGHT, UNIT OBJECTIVES, REFERENCES, TEACHING AIDS, STUDENT ACTIVITIES, DISCUSSION QUESTIONS AND PROBLEMS, TRANSPARENCY MASTERS, AND STUDENT MATERIALS. RELATED UNITS ARE AVAILABLE AS VT 014 752-VT 014 756 IN THIS ISSUE. (SB)

VT 014 756
RESOURCE UNIT ON CAREER

OPPORTUNITIES IN AGRICULTURAL SALES AND SERVICE FOR SPECIALIZED CURRICULUM IN AGRICULTURAL SALES AND SERVICE. RESOURCE UNIT 1.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX.;ARIZONA UNIV., TUCSON. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-920-00
PUB DATE - 71 20P.

DESCRIPTORS - *VOCATIONAL AGRICULTURE; AGRICULTURAL EDUCATION; RESOURCE UNITS; *AGRICULTURAL SUPPLY OCCUPATIONS; OFF FARM AGRICULTURAL OCCUPATIONS; AGRICULTURAL SUPPLIES; *SERVICE OCCUPATIONS; INSTRUCTIONAL MATERIALS; TRANSPARENCIES; *AGRIBUSINESS; *CAREER OPPORTUNITIES

ABSTRACT - DEVELOPED BY HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS, THIS PUBLICATION IS THE FIRST IN A SERIES OF RESOURCE UNITS AND IS DESIGNED AS A GUIDE FOR TEACHER USE IN PLANNING INSTRUCTION RELATING TO CAREER OPPORTUNITIES IN AGRICULTURAL SALES AND SERVICE. CONTENTS INCLUDE A BRIEF INTRODUCTION, CONCEPTS TO BE TAUGHT, UNIT OBJECTIVE, REFERENCES, TEACHING AIDS, STUDENT ACTIVITIES, DISCUSSION QUESTIONS AND PROBLEMS, SEVERAL TRANSPARENCY MASTERS, SELF-EVALUATION FORM, AND OTHER STUDENT MATERIALS. RELATED UNITS ARE AVAILABLE AS VT 014 751-VT 014 755 IN THIS ISSUE. (SB)

VT 014 782
SOWERS, WILLIAM J.
CREDIT--MAN'S CONFIDENCE IN MAN.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *LESSON PLANS; INSTRUCTIONAL MATERIALS; *UNIT PLAN; *DISTRIBUTIVE EDUCATION; *TEACHING METHODS; TEACHING GUIDES; *CREDIT (FINANCE); ECONOMICS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - PREPARED AS A PROJECT IN A METHODS OF TEACHING COURSE, THIS INSTRUCTIONAL UNIT IS FOR USE BY HIGH SCHOOL DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS IN PRESENTING A UNIT ON CREDIT AND COLLECTIONS. CONTENTS ARE PRESENTED IN LESSON PLAN FORMAT, WITH A DIFFERENT TEACHING METHOD SUGGESTED FOR EACH OF THE FOUR LESSONS GIVEN. TOPICS COVERED ARE: (1) THE MEANING OF CREDIT (USING THE LECTURE METHOD), (2) THE FOUR C'S OF CREDIT (DISCUSSION METHOD), (3) COLLECTION OF PAST-DUE CREDIT ACCOUNTS (VINCENTIAN METHOD), AND (4) CREDIT POLICY AND CONTROLS (SOCRATIC METHOD). EACH LESSON PLAN INCLUDES AIM, INTRODUCTION, CONTENT, SUMMARY, AND EVALUATION. VISUAL AIDS AND A BIBLIOGRAPHY ARE APPENDED. (AW)

VT 014 819
CURRICULUM GUIDE FOR SALESMANSHIP, ADVERTISING, AND DISPLAY.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 ($2.75)
PUB DATE - 70 178P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; *SALESMANSHIP; MERCHANDISING; SALES OCCUPATIONS

ABSTRACT - DESIGNED TO AID DISTRIBUTIVE EDUCATION TEACHERS IN PLANNING ACTIVITIES THAT WILL STIMULATE INTEREST IN DISTRIBUTIVE EDUCATION, PROVIDE PRACTICAL APPLICATION OF THE LATEST TECHNIQUES IN MARKETING, AND CREATE THE DESIRE FOR FURTHER STUDY AND RESEARCH IN THIS PHASE OF BUSINESS, THIS GUIDE COVERS A 1-YEAR COURSE OFFERED IN THE 11TH AND 12TH GRADES OF THE CHICAGO PUBLIC HIGH SCHOOLS. THE 10 UNITS INCLUDE: (1) INTRODUCTION TO SALESMANSHIP, (2) ASPECTS OF SALESMANSHIP, (3) THE PSYCHOLOGY OF SELLING, (4) THE SALESMAN, (5) THE SALES

PRESENTATION, (6) THE NATURE OF ADVERTISING, (7) THE PRINTED ADVERTISEMENT, (8) THE ADVERTISING MEDIA, (9) PRINCIPLES OF DISPLAY, AND (10) SALES PROMOTION. EACH UNIT PROVIDES UNDERSTANDINGS TO BE DEVELOPED, CONTENT OUTLINE, SUGGESTED LEARNING ACTIVITIES, VOCABULARY LIST, AND RESOURCES. A BIBLIOGRAPHY OF BASIC AND SUPPLEMENTARY TEXTBOOKS IS PROVIDED. (AW)|

VT 014 834
BOWERS, JAMES R., COMP.
MARKETING DISTRIBUTIVE EDUCATION (PROJECT TRAINING).

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, P.O. DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 ($3.50)
PUB DATE - 72 230P.

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *LESSON PLANS; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *MARKETING; BUSINESS EDUCATION; MERCHANDISING
IDENTIFIERS - MISSISSIPPI

ABSTRACT - DESIGNED TO UTILIZE THE "PROJECT METHOD" OF INSTRUCTION FOR VOCATIONAL MARKETING DISTRIBUTIVE EDUCATION PROGRAMS, THIS GUIDE IS SET UP IN LESSON PLAN FORMAT TO AID QUALIFIED DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS IN CONDUCTING COURSES IN MISSISSIPPI SECONDARY SCHOOLS. CONTENT IS ORGANIZED IN 11 MAJOR UNITS WITH 36 LESSONS, EACH LESSON PROVIDING LESSON NUMBER AND TITLE, RECOMMENDED TIME FOR COVERAGE, REFERENCES, REQUIRED INSTRUCTIONAL MATERIALS, LESSON OUTLINE, TEACHING SUGGESTIONS, AND A SUGGESTED STUDENT PROJECT. A COMPREHENSIVE BIBLIOGRAPHY LISTING THE PUBLISHERS, ADDRESSES, AND COST OF EACH REFERENCE IS ALSO INCLUDED. THE COURSE IS BELIEVED BY DISTRIBUTIVE EDUCATION INSTRUCTORS TO BE APPLICABLE IN OTHER STATES BESIDES MISSISSIPPI. NECESSARY SUPPLEMENTARY REFERENCES ARE LISTED. (AW)

VT 014 835
BOWERS, JAMES R., COMP.
STUDENT PROJECTS FOR MARKETING DISTRIBUTIVE EDUCATION (PROJECT TRAINING).

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 ($1.60)
PUB DATE - 72 61P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *STUDENT PROJECTS; TEACHING METHODS; *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; EDUCATIONAL OBJECTIVES; *STUDY GUIDES; MANUALS; MARKETING; SALESMANSHIP; RESOURCE MATERIALS; *PROJECT TRAINING METHODS

ABSTRACT - DEVELOPED FOR USE IN HIGH SCHOOL DISTRIBUTIVE EDUCATION (DE) PROGRAMS, THE 12 PROJECTS COMPRISING THIS STUDENT MANUAL WERE TAKEN FROM THE PUBLICATION MARKETING DISTRIBUTIVE EDUCATION (PROJECT TRAINING). TOPICS COVERED BY THE PROJECTS INCLUDE: (1) TRACING A PRODUCT FROM THE PRODUCER TO THE CONSUMER, (2) A SURVEY AND EVALUATION OF LOCAL SALES AND SERVICES, (3) COMMUNICATING THROUGH THE WRITTEN AND SPOKEN WORD, (4) PLANNING AND PRESENTING A SALES DEMONSTRATION, (5) SELECTING AN APPROPRIATE WARDROBE FOR A SPECIFIC OCCUPATION IN MARKETING AND DISTRIBUTION, AND (6) CHOOSING A SUPPLIER OF THREE-RING NOTEBOOKS FOR RESALE IN THE SCHOOL BOOKSTORE. EDUCATIONAL OBJECTIVES, A SCOPE STATEMENT, A LIST OF NEEDED MATERIALS, DIRECTIONS, AND EVALUATION PROCEDURES ARE PROVIDED FOR EACH PROJECT. (JS)|

VT 014 838 ED 060 210
CAMPBELL, SALLY R.
CONSUMER EDUCATION IN AN AGE OF ADAPTATION. EDUCATOR RESOURCE SERIES.

SEARS, ROEBUCK AND CO., CHICAGO, ILL. CONSUMER INFORMATION SERVICES.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
ASSOCIATION STERLING FILMS, INC., 512 BURLINGTON AVENUE, LAGRANGE, ILLINOIS 60525 ($5.00EA)
PUB DATE - 71 105P.

DESCRIPTORS - *CONSUMER EDUCATION; EDUCATIONAL RESOURCES; *RESOURCE GUIDES; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; CONSUMER ECONOMICS; *STUDENT NEEDS; AGE DIFFERENCES; CULTURAL DIFFERENCES; INTELLIGENCE DIFFERENCES; SOCIAL DIFFERENCES; MOTIVATION TECHNIQUES; EVALUATION TECHNIQUES; TEACHING TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - DESIGNED TO SERVE AS A REFERENCE AND RESOURCE, THIS PUBLICATION CONTAINS IDEAS AND INFORMATION TO HELP TEACHERS MODIFY CONTENT AND TEACHING METHODS TO ASSIST STUDENTS IN COPING WITH THE CHANGING MARKETPLACE. PART 1 OF THE GUIDE LISTS EDUCATIONAL OBJECTIVES FOR THESE MAJOR CONTENT AREAS: (1) THE CONSUMER AND THE ECONOMY, (2) VALUES AND GOALS, (3) OCCUPATION AND INCOME, (4) MANAGEMENT OF RESOURCES, (5) ECONOMIC CHOICES, (6) ADVERTISING, SELLING AIDS, AND MOTIVATORS, (7) BUYING GOODS AND SERVICES, (8) HOUSING, (9) INSURANCE PROTECTION, (10) SAVINGS AND INVESTMENTS, (11) TAXES, (12) CONSUMER GRIEVANCES, INFORMATION, CREDIT, PROTECTION, RIGHTS, AND RESPONSIBILITIES, AND (13) THE CONSUMER AND THE ENVIRONMENT. PART 2 PROVIDES GENERAL SUGGESTIONS FOR ADAPTING PROGRAMS TO MEET STUDENT NEEDS AS WELL AS SPECIFIC SUGGESTIONS FOR ADAPTING TO CULTURAL DIFFERENCES, AGE DIFFERENCES, DIFFERENCES IN LEARNING ABILITY, AND DIFFERENCES IN ECONOMIC CHARACTERISTICS. PART 3 OFFERS SEVERAL QUESTIONNAIRES, SURVEYS, AND OPINIONNAIRES TO USE IN IDENTIFYING, MOTIVATING, AND EVALUATING STUDENTS. PARTS 4 AND 5 CONTAIN A BIBLIOGRAPHY OF READINGS AND A GLOSSARY OF CONSUMER TERMS. (SB)

VT 014 894
HANDBOOK FOR ADMINISTRATORS AND COORDINATORS OF COOPERATIVE VOCATIONAL EDUCATION.

WEST VIRGINIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HUNTINGTON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 139P.

DESCRIPTORS - *ADMINISTRATOR GUIDES; *COOPERATIVE EDUCATION; *VOCATIONAL EDUCATION; *PROGRAM PLANNING; *COOPERATIVE PROGRAMS; SECONDARY GRADES; MANUALS; PROGRAM GUIDES; ADVISORY COMMITTEES

ABSTRACT - THIS HANDBOOK WAS PREPARED TO AID SCHOOL ADMINISTRATORS AND TEACHER-COORDINATORS IN THE PLANNING AND OPERATION OF COOPERATIVE VOCATIONAL EDUCATION PROGRAM. CONTENTS PROVIDE GENERAL INFORMATION ON COOPERATIVE VOCATIONAL EDUCATION, FOLLOWED BY: (1) PLANNING ACTIVITIES SUCH AS STUDENT AND COMMUNITY SURVEYS, (2) COORDINATION ACTIVITIES, INCLUDING UTILIZATION OF THE ADVISORY COMMITTEE, ORGANIZING TRAINING STATIONS, DEVELOPING TRAINING AGREEMENTS AND TRAINING PLANS, SELECTING AND SCHEDULING STUDENTS, AND EVALUATION, (3) DEVELOPMENT OF RELATED INSTRUCTION, (4) LEGAL ASPECTS, (5) SELECTED REFERENCES, AND (6) A GLOSSARY OF TERMS. SUGGESTED FORMS, A COORDINATION PLAN, AND A SECTION OF THE STATE PLAN FOR VOCATIONAL EDUCATION ARE APPENDED. (AW)

VT 014 895 ED 060 220
CONSUMER EDUCATION: USING THE FULL TEAM.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.

PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 ($.25)
PUB DATE - 68 41P.

DESCRIPTORS - *CONSUMER EDUCATION; VOCATIONAL EDUCATION; SCIENCE EDUCATION; MATHEMATICS EDUCATION; ENGLISH EDUCATION; SOCIAL STUDIES; ADULT EDUCATION; *TEACHING GUIDES; *PROGRAM PLANNING; TEAM TEACHING; *TEAMWORK; *INTERDISCIPLINARY APPROACH; INTEGRATED ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS SUGGESTIONS FROM SPECIALISTS IN A NUMBER OF DISCIPLINES FOR USE IN INITIATING A TEACHING TEAM APPROACH IN CONSUMER EDUCATION. FOLLOWING AN OVERVIEW OF CONSUMER EDUCATION, THE CONTRIBUTIONS OF THESE DISCIPLINES TO CONSUMER EDUCATION ARE DISCUSSED: (1) AGRICULTURE, (2) ART, (3) BUSINESS EDUCATION, (4) CONTINUING EDUCATION, (5) DISTRIBUTIVE EDUCATION, (6) ENGLISH, (7) HEALTH, (8) HOME ECONOMICS, (9) INDUSTRIAL ARTS, (10) MATHEMATICS, (11) SCIENCE, AND (12) SOCIAL STUDIES. A RELATED DOCUMENT ON CONSUMER EDUCATION MATERIALS IS AVAILABLE AS ED 022 044 (VT 005 649, AIM SUMMER 1969). (SB)

VT 014 900
FIELDS, EDDIE, AND OTHERS
A DEVELOPMENTAL RESOURCE UNIT IN ECONOMICS FOR BUSINESS EDUCATION. BUSINESS-ECONOMIC EDUCATION CURRICULUM DEVELOPMENT WRITING PROJECT, 1971.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM, OKLA.
MF AVAILABLE IN VT-ERIC SET.
OKLAHOMA CITY PUBLIC SCHOOLS, INSTRUCTIONAL MEDIA DEPARTMENT, ROOM 400-900 N. KLEIN, OKLAHOMA CITY, OKLAHOMA 73106 ($1.00 PLUS POSTAGE)
PUB DATE - 71 51P.

DESCRIPTORS - *TEACHING GUIDES; *BUSINESS EDUCATION; *BOOKKEEPING; *ECONOMICS; *INSTRUCTIONAL MATERIALS; UNIT PLAN; TRANSPARENCIES; SECONDARY GRADES

ABSTRACT - DEVELOPED BY BUSINESS EDUCATION TEACHERS, THIS GUIDE IS DESIGNED PRIMARILY TO AID IN INTRODUCING BASIC ECONOMIC CONCEPTS INTO THE TEACHING OF BOOKKEEPING. THE TEACHING GUIDE PORTION COVERS SIX BASIC ECONOMIC TOPICS, WITH EACH TOPICAL OUTLINE PRESENTING: (1) AN INTRODUCTORY PARAGRAPH, (2) BASIC ECONOMIC IDEA, (3) RELATED ECONOMIC IDEAS, (4) A STUDENT PERFORMANCE OBJECTIVE FOR EACH RELATED ECONOMIC IDEA, (5) SUGGESTED ACTIVITIES FOR EACH RELATED ECONOMIC IDEA, AND (6) SUGGESTED EVALUATIVE PROCEDURES FOR EACH BASIC IDEA. TOPICS INCLUDE: (1) OUR MARKET ECONOMY, (2) MARKETS AND PRICES, (3) MONEY AND BANKING, (4) AUTOMATION, (5) TAXES AND GOVERNMENT SPENDING, AND (6) SAVING AND INVESTMENT. A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, FILMS, AND FILMSTRIPS IS APPENDED, AS WELL AS A SECTION OF PAGES SUGGESTED AS DITTO MASTERS OR TRANSPARENCY MASTERS, KEYED TO THE TEACHING UNITS. (AW)

VT 014 912
BARLOW, MIKE, AND OTHERS
A DEVELOPMENTAL RESOURCE UNIT IN ECONOMICS FOR BUSINESS EDUCATION--GENERAL BUSINESS. BUSINESS-ECONOMIC EDUCATION CURRICULUM DEVELOPMENT WRITING PROJECT, 1971.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM, OKLA.
MF AVAILABLE IN VT-ERIC SET.
OKLAHOMA CITY PUBLIC SCHOOLS, INSTRUCTIONAL MEDIA DEPARTMENT, ROOM 400-900 N. KLEIN, OKLAHOMA CITY, OKLAHOMA 73106 ($1.10 PLUS POSTAGE PREPAID)
PUB DATE - 71 92P.

DESCRIPTORS - *BUSINESS EDUCATION; CONCEPT TEACHING; *CURRICULUM GUIDES; *ECONOMICS; CURRICULUM DEVELOPMENT; *RESOURCE MATERIALS; *INTEGRATED ACTIVITIES; STUDENT EVALUATION; TEACHING TECHNIQUES; BUSINESS; TEACHING GUIDES

ABSTRACT - RESULTING FROM THE

CURRICULUM DEVELOPMENT WRITING PROJECT, THIS CURRICULUM GUIDE WAS PREPARED TO HELP TEACHERS INTEGRATE ECONOMIC CONCEPTS INTO THE TEACHING OF GENERAL BUSINESS AND TO SUPPLEMENT THE GENERAL TEXTBOOKS PRESENTLY BEING USED. EACH SECTION CONTAINS A RESOURCE LISTING OF FILMS, FILMSTRIPS, BOOKS, PAMPHLETS, AND TRANSPARENCY MASTERS AND IS ARRANGED WITH CLASSROOM ACTIVITIES, EVALUATION, AND REFERENCES SO THAT SECTIONS CAN BE TAUGHT AS INDIVIDUAL UNITS. TOPICS COVERED INCLUDE: (1) THE BASIC ECONOMIC PROBLEM, (2) THE U.S. MARKET ECONOMY, (3) COMPETITION, (4) GROSS NATIONAL PRODUCT, (5) THE BUSINESS CYCLE, (6) MONEY AND BANKING, (7) LABOR, (8) INSURANCE, (9) PROBLEMS OF A GROWING ECONOMY, (10) ECONOMIC CONDITIONS IN THE LOCAL COMMUNITY. (JS)

VT 014 932 ED 061 435
COOPERATIVE EDUCATION GENERAL RELATED INSTRUCTIONAL UNITS.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - JUN70 162P.JUNE 1970 REVISION.

DESCRIPTORS - *STUDY GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *COOPERATIVE EDUCATION; YOUTH CLUBS; CAREER PLANNING; *VOCATIONAL ADJUSTMENT; HUMAN RELATIONS; WORKBOOKS
IDENTIFIERS - VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; NICA; FUTURE HOMEMAKERS OFAMERICA; FHA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA; FUTURE FARMERS OF AMERICA; FFA

ABSTRACT - RESULTING FROM THE EFFORTS OF TEACHER-COORDINATORS IN A 3-WEEK WORKSHOP, THIS STUDY GUIDE WAS DESIGNED TO HELP STUDENT-TRAINEES ADJUST TO THE MANY FACTORS OF THE WORLD OF WORK. INCLUDING MATERIAL USEFUL IN A GENERAL RELATED CLASS, THE STUDY GUIDE IS ARRANGED IN THE FOLLOWING 10 UNITS: (1) INTRODUCTION TO COOPERATIVE EDUCATION, (2) YOUTH CLUBS AND PARLIAMENTARY PROCEDURE, (3) HUMAN RELATIONS, (4) THE RELATIONSHIP BETWEEN HEALTH, SAFETY, AND LABOR LAWS, (5) MANAGING YOUR PERSONAL FINANCES, (6) BUSINESS ORGANIZATION, (7) LABOR-MANAGEMENT, (8) CHOOSING A CAREER, (9) SEEKING EMPLOYMENT, AND (10) STATE COMPENSATION FUND. ALSO, THE STUDY GUIDE IS ORGANIZED TO ALLOW THE TEACHER TO USE THE UNITS IN ANY ORDER HE CHOOSES. ASSIGNMENT SHEETS ARE PROVIDED FOR EACH UNIT. (JS)

VT 014 970
BUSINESS ARITHMETIC 1 AND 2.

FORT WORTH PUBLIC SCHOOLS, TEX.
MF AVAILABLE IN VT-ERIC SET.
CURRIC-BULL-504.]
DEPT. OF CURRICULUM, FT. WORTH PUBLIC SCHOOLS, 3210 W. LANCASTER, FT. WORTH, TEXAS 76107 ($2.50)
PUB DATE - 70 61P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *BUSINESS EDUCATION; BUSINESS SKILLS; *ARITHMETIC; *MATHEMATICS CURRICULUM; MATHEMATICS INSTRUCTION; SECONDARY GRADES; MATHEMATICS

ABSTRACT - PREPARED BY THE DEPARTMENT OF CURRICULUM OF THE FORT WORTH PUBLIC SCHOOLS AND BASED UPON THE CLASSROOM EXPERIENCES OF SKILLED TEACHERS, THIS GUIDE IS STRUCTURED TO PROVIDE HIGH SCHOOL BUSINESS EDUCATION TEACHERS WITH A CURRICULUM PLAN FOR BUSINESS ARITHMETIC THAT IS FLEXIBLE ENOUGH TO MEET THE NEEDS OF DIFFERENT SCHOOLS THROUGHOUT THE CITY, AS WELL AS TO STANDARDIZE INSTRUCTION PRACTICES. THE GUIDE INCLUDES PROVISIONS FOR A 1-SEMESTER OR A 2-SEMESTER COURSE, AS WELL AS ACTIVITIES PLANNED FOR BASIC STUDENTS, REGULAR STUDENTS, OR MIXED ABILITY GROUPS, AND IT PROVIDES MANY SPECIFIC TEACHING SUGGESTIONS THAT SHOULD BE ESPECIALLY HELPFUL TO THE BEGINNING TEACHER. SUGGESTED TEACHING TOPICS INCLUDE: (1) PERSONAL RECORDS, (2) BUYING PROBLEMS, (3) PERSONAL FINANCE, (4) BORROWING MONEY, (5) TRAVEL AND TRANSPORTATION, (6) TAXES, (7) RETAILER'S BUYING AND SELLING PROBLEMS, (8) PROBLEMS OF THE WHOLESALER, THE MANUFACTURER, AND OF BUSINESS OWNERSHIP, (9) AGRICULTURE AND PETROLEUM INDUSTRIES, AND (10) NUMERATION SYSTEMS AND PROBABILITY. THE GUIDE PROVIDES NUMEROUS REFERENCE AND SUPPLEMENTARY MATERIALS. (AW)

VT 015 042
DISTRIBUTIVE EDUCATION RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 57P.

DESCRIPTORS - CURRICULUM GUIDES; *RESOURCE GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *CONSUMER EDUCATION; CONSUMER ECONOMICS; SECONDARY GRADES; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL DISTRIBUTIVE EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND FIVE CONCEPTS COVERING: (1) MULTIPLE ROLES OF THE INDIVIDUAL, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES AND (5) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. SOURCES OF FREE AND INEXPENSIVE MATERIALS AND A BIBLIOGRAPHY OF BOOKS, CONSUMER EDUCATION KITS, PERIODICALS, FILMSTRIPS, AND FILMS ARE PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL.5, NO.2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 063
TROTTER, E.E.
THE USE OF THE CASH REGISTER.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE.
MF AVAILABLE IN VT-ERIC SET.
VAS-6005
VOCATIONAL AGRICULTURE SERVICE, 434 MUMFORD HALL, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.10)
PUB DATE - 72 9P.

DESCRIPTORS - AGRIBUSINESS; *UNITS OF STUDY (SUBJECT FIELDS); *SUPPLEMENTARY TEXTBOOKS; *BUSINESS SKILLS; VOCATIONAL AGRICULTURE; GRADE 11; GRADE 12; GRADE 13; GRADE 14; STUDY GUIDES; EQUIPMENT UTILIZATION; AGRICULTURAL EDUCATION; BUSINESS EDUCATION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; INSTRUCTIONAL AIDS; GUIDES; *CAREER EDUCATION; ADULT EDUCATION; BUSINESS
IDENTIFIERS - EMPLOYMENT SKILLS; BEGINNING COMPETENCE

ABSTRACT - DESIGNED BY SUBJECT-MATTER SPECIALISTS, TEACHER EDUCATORS, AND AN ADVISORY COMMITTEE OF TEACHERS, THIS GUIDE PROVIDES A SUPPLEMENTARY TEXT FOR A UNIT OF STUDY IN A HIGH SCHOOL OR ADULT COURSE OF PRODUCTION AGRICULTURE. THE CORRECT METHODS OF USING A CASH REGISTER SHOULD GIVE THE STUDENT COMPLETE, ACCURATE, AND DETAILED INFORMATION TO HELP THE EMPLOYER CONTROL HIS BUSINESS AND REDUCE THE WORK OF KEEPING RECORDS, PROVIDING TAX INFORMATION AND MAKING OTHER REPORTS. ONE OR TWO HOURS ARE NEEDED FOR A GENERAL AGRICULTURE TEACHER TO PRESENT THE SEPARATE PROCEDURES OF THE UNIT, WHICH COVER SETTING UP THE CASH REGISTER FOR DAILY USE, PROCEDURES FOR HANDLING MONEY, AND OPERATING THE CASH REGISTER. PHOTOGRAPHS AND LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

VT 015 321
INDUSTRIAL BANKING.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 238P.PAES COLLECTION

DESCRIPTORS - RESOURCE MATERIALS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; TESTS; COURSE OBJECTIVES; *BANKING; ECONOMICS; *FINANCIAL SERVICES; *BANKING VOCABULARY; *CREDIT (FINANCE); SECONDARY GRADES; LEARNING ACTIVITIES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE IS DESIGNED TO AID TEACHERS IN CONDUCTING COURSES ON BANKING AND FINANCE IN THE SECONDARY GRADES. THE GUIDE PROVIDES OBJECTIVES, PRE- AND POST-TESTS WITH ANSWERS, RESOURCE PERSONS, LEARNING ACTIVITIES, PROBLEMS AND ANSWERS, AND ADDITIONAL RESOURCES FOR UNITS ON INDUSTRIAL BANKING, FINANCE COMPANIES, COMMERCIAL BANKING, SAVINGS AND LOAN ASSOCIATIONS (INCLUDING HOME CLOSINGS), AND CREDIT UNIONS. NUMEROUSE SAMPLE FORMS, APPLICATIONS, CHARTS, AND EXCERPTS FROM FINANCIAL NEWS PUBLICATIONS ILLUSTRATE THE GUIDE. (AW)

VT 015 322
CHARGE CARDS, CREDIT COUNSELING, AND DATA PROCESSING.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
CVTE-I-173
PUB DATE - ND 120P.PAES COLLECTION

DESCRIPTORS - *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; BOOKS; AUDIOVISUAL AIDS; SECONDARY GRADES; *BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; *CREDIT (FINANCE); *MONEY MANAGEMENT; DATA PROCESSING; BUSINESS EDUCATION; ECONOMICS; MARKETING; *BANKING; BANKING VOCABULARY; BUDGETING
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - FOR USE BY SECONDARY SCHOOL TEACHERS IN PRESENTING INFORMATION ON CREDIT, THIS INSTRUCTIONAL UNIT PRESENTS OBJECTIVES, PRE- AND POST-TESTS WITH ANSWERS, RESOURCE PERSONS SUGGESTED LEARNING ACTIVITIES, SPECIAL INFORMATION FOR TEACHERS, AND ADDITIONAL LEARNING RESOURCES FOR THE SUBJECTS OF CHARGE CARDS, CREDIT COUNSELING, AND DATA PROCESSING AS APPLIED TO THE BANKING INDUSTRY. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS CHARTS, TABLES, AND SAMPLE FORMS. (AW)

VT 015 323
TAXES.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
CVTE-I-174
PUB DATE - ND 31P.PAES COLLECTION

DESCRIPTORS - *TAXES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES; *PROGRAM SOLVING; EDUCATIONAL FINANCE; *MATHEMATICAL APPLICATIONS; *MATHEMATICS INSTRUCTION; PRETESTS; BUSINESS SKILLS; POST TESTING; CAREER EDUCATION; DEVELOPMENTAL VOCABULARY; GUIDES; TAX RATES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS TEACHING UNIT ON TAXES ILLUSTRATES THE MATHEMATICAL PROCEDURES FOR COMPUTING VARIOUS INCOME TAXES, EDUCATIONAL FINANCE OPERATIONS, WITHHOLDING TAXES, AND FEDERAL ESTATE TAX SETTLEMENTS. EACH OF THE FIVE DEVELOPMENTAL LESSON PLANS INCLUDES SPECIFIC PROBLEMS TO SOLVE, A SAMPLE PROBLEM SOLUTION, AND RELATED LEARNING

ACTIVITIES. DEFINITIONS OF TERMS FOR TEACHER USE, LISTS OF RESOURCE MATERIALS, AND SHORT PRE-TESTS OR POST-TESTS FOR EACH LESSON COMPLETE THE INSTRUCTIONAL OUTLINE. DETAILED INFORMATION SHEETS FROM A U.S. MASTER TAX GUIDE AND SAMPLE TAX FORMS AND TABLES SUPPLEMENT THE GUIDE. (AG)

VT 015 408 ED 062 569
BJORAKER, WALTER T., ED.
A COURSE OF STUDY IN COOPERATION AND COOPERATIVES.

WISCONSIN UNIV., MADISON. DEPT. OF AGRICULTURAL AND EXTENSION EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
INSTRUC-SER-2
PUB DATE - FEB72 65P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *COOPERATIVES; COLLECTIVE SETTLEMENTS; ORGANIZATION; MARKETING; HUMAN RELATIONS; *ADULT EDUCATION; SECONDARY GRADES; *EXTENSION EDUCATION; AGRICULTURAL EDUCATION; BUSINESS EDUCATION

ABSTRACT - DESIGNED FOR TEACHERS WITH LIMITED TEACHING EXPERIENCE IN COOPERATIVES, THIS COURSE OF STUDY WAS PREPARED BY SEMINAR STUDENTS FOR USE IN HIGH SCHOOL OR ADULT EDUCATION PROGRAMS, AND EMPHASIZES THE PRINCIPLES OF COOPERATION, THE OPERATION AND MANAGEMENT OF COOPERATIVES, AND THE COMMUNICATION REQUIRED FOR THEIR EFFECTIVE FUNCTIONING. UNITS REQUIRING A TOTAL OF 20 HOURS OF INSTRUCTION INCLUDE: (1) INTRODUCTION, (2) TYPES OF BUSINESS ORGANIZATIONS, (3) COOPERATIVE PRINCIPLES AND PRACTICES, (4) ORGANIZATIONAL STRUCTURE, DUTIES, AND RESPONSIBILITIES, (5) LIFE CYCLE OF A COOPERATIVE, (6) THE FINANCIAL STATEMENT, (7) LEGAL ASPECTS OF COOPERATIVES, (8) COOPERATIVE COMMUNICATIONS, (9) COOPERATIVE MANAGEMENT, (10) COOPERATION AND COOPERATIVES IN OUR SOCIETY, (11) HUMAN RELATIONS, (12) MARKETING, (13) SUPPLY COOPERATIVE, (14) CREDIT UNION, AND (15) SERVICE COOPERATIVES. INSTRUCTIONAL OBJECTIVES, LEARNING ACTIVITIES, TEACHING AIDS, AND REFERENCES ACCOMPANY EACH UNIT. ADDITIONAL LEARNING ACTIVITIES, TEACHING AIDES, A GLOSSARY, AND SAMPLE LESSON PLANS ARE APPENDED. (SB)

VT 015 442 ED 062 576
DISTRIBUTIVE EDUCATION--INSTRUCTIONAL MATERIALS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
OEG-3-7-000158-2037 OB
BIB-SER-10 BR-7-0158
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402
PUB DATE - 72
150P.COMPILATION OF ABSTRACTS FROM ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION, 1967-71

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *ABSTRACTS; *INSTRUCTIONAL MATERIALS; *INDEXES (LOCATERS); *RESOURCE GUIDES; SECONDARY GRADES; POST SECONDARY EDUCATION; ADULT EDUCATION; CAREER EDUCATION

ABSTRACT - THIS COMPILATION PRESENTS OVER 250 RESUMES OF INSTRUCTIONAL MATERIALS IN DISTRIBUTIVE EDUCATION, WHICH HAVE APPEARED QUARTERLY IN "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM), FALL 1967 THROUGH FALL 1971. RESUMES COVER A BROAD RANGE OF FIELDS AND OCCUPATIONS, SUCH AS COMMERCIAL ART, COOPERATIVE EDUCATION, CREDIT, EXHIBITS, MARKETING AND SALESMANSHIP. THE RESUMES ARE ARRANGED IN ASCENDING ORDER ACCORDING TO AN ACCESSION NUMBER AND INCLUDE THE FOLLOWING INFORMATION: (1) AUTHOR(S), (2) TITLE, (3) INSTITUTIONAL SOURCE, (4) SPONSORING AGENCY, (5) GRANT, CONTRACT, AND PROGRAM AREA NUMBERS,

(6) REPORT AND BUREAU NUMBERS, (7) AVAILABLE SOURCES, (8) DESCRIPTORS AND IDENTIFIERS WHICH CHARACTERIZE THE CONTENTS OF THE DOCUMENT, AND (9) AN ABSTRACT OF THE DOCUMENT. AUTHOR, SUBJECT, AND CONVERSION OF DOCUMENT NUMBER INDEXES ARE INCLUDED TO HELP LOCATE THE ABSTRACTS BY PAGE NUMBER AND ACCESSION NUMBER. THE FULL TEXTS OF DOCUMENTS ARE AVAILABLE FROM THE ORIGINAL SOURCES OR FROM ERIC DOCUMENT REPRODUCTION SERVICE (EDRS) AS MICROFICHE OR XEROX REPRODUCTIONS. A SAMPLE RESUME AND ORDERING INFORMATION FOR AIM AND EDRS REPRODUCTION ARE PROVIDED IN AN INTRODUCTORY SECTION. (SB)

VT 015 640
ANDERSON, MIRIAM
DISTRIBUTIVE EDUCATION. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - JUN71 17P.PAES COLLECTION

DESCRIPTORS - BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; *TEACHING GUIDES; COMMUNITY RESOURCES; *DISTRIBUTIVE EDUCATION; LESSON PLANS; LEARNING ACTIVITIES; *COOPERATIVE EDUCATION; COSTS; OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; MARKETING; RETAILING; EDUCATIONAL EQUIPMENT; ON THE JOB TRAINING
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A TEACHING GUIDE WRITTEN BY A TEACHER ON DISTRIBUTIVE EDUCATION PROVIDES 12 COOPERATIVE LEARNING ACTIVITIES, AN INTRODUCTORY RATIONALE, AND A MATERIALS LIST WITH COSTS. DESIGNED FOR CLASSROOM INSTRUCTION AND ON-THE-JOB TRAINING, THE UNIT WILL BE DIRECTED BY A VOCATIONAL EDUCATION COORDINATOR WITH THE COOPERATION OF THE BUSINESSMEN IN THE COMMUNITY. EACH ACTIVITY INCLUDES BEHAVIORAL OBJECTIVES, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. TEACHING TECHNIQUES INCLUDE THE USE OF INTERVIEWS AND "HANDS-ON" EXPERIENCES INVOLVING SELLING, MARKETING, AND LAYOUT, AND STORE SERVICES. (AG)

VT 015 653
SERVICE STATION ATTENDANT. INSTRUCTOR'S BOOK. HOW TED LEARNED HIS JOB IN A SERVICE STATION. ACCENT/JOB MODELS.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL. EDUCATIONAL OPPORTUNITIES DIV.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-717
FOLLETT PUBLISHING COMPANY, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 ($2.00)
PUB DATE - 68 35P.PAES COLLECTION

DESCRIPTORS - ANSWER KEYS; REVIEW (REEXAMINATION); VOCATIONAL INTERESTS; VISUAL AIDS; WORKSHEETS; SALES WORKERS; *DISADVANTAGED YOUTH; *MONEY MANAGEMENT; *TEACHING PROCEDURES; *SERVICE OCCUPATIONS; *TEXTBOOKS; VOCATIONAL EDUCATION; BASIC SKILLS; SECONDARY GRADES
IDENTIFIERS - *SERVICE STATION ATTENDANTS; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS TEXTBOOK PROVIDES A "JOB MODEL" OF A SERVICE STATION ATTENDANT AS A TEACHER'S GUIDE FOR STUDENT ACTIVITIES WHICH DEVELOP BASIC COMPUTATIONAL AND COMMUNICATIVE SKILLS IN THE CONTEXT OF A JOB SITUATION. INTENDED TO STIMULATE VOCATIONAL INTERESTS IN INNER-CITY STUDENTS, FOUR READING SECTIONS AND ONE REVIEW SECTION PROVIDE STUDENT EXERCISES WITH ANSWER KEYS, FOCUSING ON THE SALES AND MONEY MANAGEMENT ASPECTS OF GAS STATION WORK. TEACHING PROCEDURES ARE DESCRIBED, SUMMARIZING THE LEARNING SITUATION, MAIN IDEAS, AND CLASS PREPARATION FOR EACH SECTION. PHOTOGRAPHS AND SAMPLE WORK FORMS ILLUSTRATE THE TEXT. (AG)

VT 015 710 ED 063 503
ALLEN, THOMAS R., JR.

COOPERATIVE VOCATIONAL EDUCATION COORDINATOR'S HANDBOOK. VOLUME II, OPERATION AND ADMINISTRATION.

MARSHALL UNIV., HUNTINGTON, W.VA.
DEPT. OF VOCATIONAL-TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 72 72P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *PROGRAM GUIDES; PROGRAM PLANNING; *PROGRAM ADMINISTRATION; *PROGRAM COORDINATION; SECONDARY EDUCATION; ADULT EDUCATION; LEGISLATION; RESEARCH NEEDS; ADVISORY COMMITTEES; YOUTH CLUBS; *PROGRAM EVALUATION; CHECK LISTS
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED AS THE SECOND PART OF A 2-VOLUME PROGRAM GUIDE, THIS DOCUMENT SHOULD BE OF PARTICULAR INTEREST TO COORDINATORS AND ADMINISTRATORS OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS ON BOTH THE SECONDARY AND POST SECONDARY LEVELS. MAJOR SECTIONS OF THE GUIDE ARE: (1) PLANNING ACTIVITIES FOR COOPERATIVE VOCATIONAL EDUCATION PROGRAMS, (2) ADVISORY COMMITTEE, (3) YOUTH ORGANIZATIONS, (4) EXISTING VOCATIONAL YOUTH ORGANIZATIONS, (5) ADULT EDUCATION, (6) FEDERAL AND STATE LAWS, AND (7) PROVIDING FOR RESEARCH IN COOPERATIVE VOCATIONAL EDUCATION. CHECKLISTS FOR THE EVALUATION OF COOPERATIVE PROGRAMS AND RELATED SECTIONS OF THE WEST VIRGINIA STATE PLAN ARE ALSO INCLUDED. VOLUME I OF THIS PROGRAM GUIDE IS AVAILABLE AS VT 015 711, IN THIS ISSUE. (JS)

VT 015 711 ED 063 504
ALLEN, THOMAS R., JR.
COOPERATIVE VOCATIONAL EDUCATION COORDINATOR'S HANDBOOK. VOLUME I.

MARSHALL UNIV., HUNTINGTON, W.VA.
DEPT. OF VOCATIONAL-TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - 72 103P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *PROGRAM GUIDES; EDUCATIONAL PHILOSOPHY; EDUCATIONAL OBJECTIVES; TEACHING METHODS; TEACHER ROLE; *INSTRUCTOR COORDINATORS; OCCUPATIONAL GUIDANCE; *PROGRAM COORDINATION; PUBLIC RELATIONS; SECONDARY EDUCATION; POST SECONDARY EDUCATION; *PROGRAM PLANNING
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED AS THE FIRST PART OF A 2-VOLUME PROGRAM GUIDE, THIS DOCUMENT SHOULD BE USEFUL TO PLANNERS OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS IN BOTH THE SECONDARY AND POST-SECONDARY EDUCATION LEVELS. DISCUSSED IN THE PROGRAM GUIDE ARE: (1) THE PHILOSOPHY AND OBJECTIVES OF COOPERATIVE VOCATIONAL EDUCATION, (2) THE ROLE OF THE TEACHER-COORDINATOR, (3) TEACHING REQUIREMENTS, (4) THE FUNCTIONS OF GUIDANCE, (5) COORDINATION ACTIVITIES, AND (6) PUBLIC RELATIONS TECHNIQUES. SAMPLES OF MATERIALS DEALING WITH STUDENT'S APPLICATION AND PLACEMENT, INTEREST QUESTIONNAIRE, WEEKLY PRODUCTION REPORT, AND INSTRUCTOR'S COMMUNITY SURVEY, TRAINING PLAN, AND COORDINATION RECORD ARE INCLUDED. VOLUME II OF THIS PROGRAM GUIDE IS AVAILABLE AS VT 015 710, IN THIS ISSUE. (JS)

VT 016 243
HAYES, ANNE C.
POST SECONDARY FOOD SERVICE GUIDE: SANDWICH GIRL, SALAD GIRL, AND LUNCH COUNTER WORKER.

KENTUCKY UNIV., LEXINGTON.
INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 104P.

DESCRIPTORS - *POST SECONDARY EDUCATION; HUMAN SERVICES; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE OCCUPATIONS; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; TEACHING PROCEDURES; BIBLIOGRAPHIES; *TEACHING GUIDES; *VOCATIONAL DEVELOPMENT; JOB SKILLS; VOCATIONAL EDUCATION
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT

SKILLS

ABSTRACT - THIS TEACHING GUIDE FOR A 150-HOUR POST-SECONDARY OCCUPATIONAL HOME ECONOMICS TRAINING PROGRAM FOR FOOD SERVICE WORKERS, KEYED TO A BASIC FOOD SERVICE GUIDE, PRESENTS BEHAVIORAL OBJECTIVES, A COURSE OUTLINE, AND SIX INSTRUCTIONAL UNITS FOCUSING ON SKILL DEVELOPMENT IN SALAD MAKING, SANDWICH MAKING, AND LUNCH COUNTER WORK. FOR EACH UNIT, GENERAL AND SPECIFIC GENERALIZATIONS, TEACHING PROCEDURES, AND RESOURCE MATERIALS ARE LISTED IN A 3-COLUMN CHART FORMAT. TEACHING TECHNIQUES INCLUDE FIELD TRIPS AND THE USE OF AUDIOVISUAL AIDS. AN EXTENSIVE RESOURCE LIST AND A BIBLIOGRAPHY ARE INCLUDED IN THE GUIDE, DEVELOPED BY A HOME ECONOMICS SPECIALIST AT A UNIVERSITY WITH THE HELP OF TWO STATE DIRECTORS AND A FOOD SUPERVISOR IN INDUSTRY. (AG)

VT 016 360 ED 065 732
HAINES, PETER G.; HYSLOP, DAVID
A REFERENCE BIBLIOGRAPHY FOR GENERAL WORK EXPERIENCE AND COOPERATIVE OCCUPATIONAL PLANS OF INSTRUCTION.

MICHIGAN STATE UNIV., EAST LANSING. DEPT. OF SECONDARY EDUCATION AND CURRICULUM.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - ND 43P.

DESCRIPTORS - *INSERVICE EDUCATION; *CAREER EDUCATION; REFERENCE MATERIALS; *BIBLIOGRAPHIES; *WORK EXPERIENCE PROGRAMS; EDUCATION; *COOPERATIVE EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF REFERENCE MATERIALS ON COOPERATIVE EDUCATION AND GENERAL WORK EXPERIENCE PROGRAMS WILL PROVE USEFUL TO TEACHERS, COORDINATORS, AND ADMINISTRATORS IN INSERVICE COURSES AND TO GRADUATE STUDENTS WHO SEEK IN-DEPTH INFORMATION. THE REFERENCES INCLUDE UNPUBLISHED STATE BULLETINS, RESEARCH REPORTS, AND ITEMS IN THE ERIC RETRIEVAL SYSTEM, IN ADDITION TO SOURCES AVAILABLE THROUGH LIBRARY COLLECTIONS OF PERIODICALS. COVERING SEVERAL DECADES IN ITS SCOPE, THE BIBLIOGRAPHY LISTS ITEMS BY THE FUNCTIONS OF OPERATIONAL SCHOOL PRACTICE. FUNDS FOR COMPILING THE REFERENCES WERE PROVIDED BY TWO PROFESSORS, AND PRINTING COSTS WERE UNDERWRITTEN BY A STATE VOCATIONAL TEACHER EDUCATION PROJECT. (AG)

VT 016 361 ED 066 574
COHEN, ALAN, K., COMP.
HANDBOOK FOR THE DISTRIBUTIVE EDUCATION TEACHER-COORDINATOR.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58.
BLANCHE M. CURRAN, DEPARTMENT OF EDUCATION, BOX 911, HARRISBURG, PA 17126 (COMPLIMENTARY)
PUB DATE - 69 101P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTOR COORDINATORS; MANUALS; *PROGRAM GUIDES; PROGRAM COORDINATION; *PROGRAM ADMINISTRATION; TEACHING METHODS; INSTRUCTIONAL AIDS; YOUTH CLUBS; POST SECONDARY EDUCATION; ADULT EDUCATION; PROGRAM EVALUATION; PROGRAM PLANNING; TEACHER CERTIFICATION; OCCUPATIONAL GUIDANCE; RESOURCE GUIDES; COMMUNITY RESOURCES; LEGISLATION
IDENTIFIERS - DECA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

ABSTRACT - PREPARED BY STATE DEPARTMENT PERSONNEL WITH THE HELP OF AN ADVISORY COMMITTEE AND A TEAM OF TEACHER-COORDINATORS, THIS PROGRAM GUIDE SHOULD BE OF PRACTICAL VALUE IN DEVELOPING DISTRIBUTIVE EDUCATION PROGRAMS AT SECONDARY, POST-SECONDARY, AND ADULT LEVELS. AIMED SPECIFICALLY AT ADMINISTRATORS AND TEACHER-COORDINATORS, THE GUIDE INCLUDES SECTIONS ON: (1) PRINCIPLES AND PHILOSOPHY OF DISTRIBUTIVE EDUCATION, (2) ORGANIZATION AND ADMINISTRATION, (3) COORDINATION, (4) QUALITIES OF A COORDINATOR, (5) METHODS, TECHNIQUES AND INSTRUCTIONAL AIDS FOR TEACHING DISTRIBUTIVE EDUCATION, (6) DISTRIBUTIVE EDUCATION CLASSROOM-SALES LABORATORY, (7) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA), (8) GUIDANCE RESPONSIBILITIES OF COORDINATOR, (9) POST-SECONDARY OPPORTUNITIES IN DISTRIBUTIVE EDUCATION, (10) ADULT PROGRAMS, (11) SELF-EVALUATION, (12) PUBLIC RELATIONS IN DISTRIBUTIVE EDUCATION, AND (13) LAWS PERTAINING TO DISTRIBUTIVE EDUCATION. ALSO INCLUDED ARE A BIBLIOGRAPHY AND VARIOUS SAMPLE FORMS FOR USE BY PROGRAM COORDINATORS. (JS)

VT 016 379
DISTRIBUTIVE EDUCATION. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 119P.

DESCRIPTORS - VOCATIONAL EDUCATION; ECONOMICS; *DISTRIBUTIVE EDUCATION; BUSINESS; SECONDARY GRADES; *CURRICULUM GUIDES; *COURSE DESCRIPTIONS; OCCUPATIONAL INFORMATION; TEACHING TECHNIQUES; BUSINESS SKILLS; BEHAVIORAL OBJECTIVES; MERCHANDISING; *MARKETING; CAREER PLANNING
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE FIVE UNITS OF STUDY MAKING UP SEPARATE CURRICULUM GUIDES FOR 45-HOUR DISTRIBUTIVE EDUCATION LABORATORY COURSES ON THE SECONDARY LEVEL INVOLVE CAREER EXPLORATION IN MERCHANDISING, MARKETING, AND BUSINESS ORGANIZATION, AS WELL AS COOPERATIVE WORK EXPERIENCE AND "REAL-LIFE" ACTIVITIES. DEVELOPED BY TEACHERS, SUPERVISORS, AN ADVISORY COMMITTEE, AND THE COUNTY VOCATIONAL EDUCATION SERVICES, WITH THE APPROVAL OF A COUNTY VOCATIONAL CURRICULUM COMMITTEE, EACH GUIDE CONTAINS A COURSE DESCRIPTION, CONTENT OUTLINE, GENERAL GOALS, SPECIFIC BEHAVIORAL OBJECTIVES, AND A BIBLIOGRAPHY. SUGGESTIONS FOR EVALUATION, SUCH AS POST TESTS WITH ANSWER KEYS AND STUDENT RATING SHEETS, ARE INCLUDED. A WIDE VARIETY OF SUGGESTED TEACHING TECHNIQUES INCLUDE THE USE OF AUDIOVISUAL AIDS, WRITING A MANUAL AS A RESEARCH PROJECT, RESOURCE PEOPLE, DISCUSSIONS, DEMONSTRATIONS, AND FIELD TRIPS. (AG)

VT 016 385
APPLEGATE, RONALD W., AND OTHERS
DECA LOCAL CHAPTER LEADERSHIP HANDBOOK.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 161P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; LEADERS GUIDES; *LEADERSHIP TRAINING; HIGH SCHOOL STUDENTS; *YOUTH LEADERS; *VOCATIONAL EDUCATION; *YOUTH CLUBS
IDENTIFIERS - DECA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

ABSTRACT - DEVELOPED BY INTERNS IN DISTRIBUTIVE EDUCATION UNDER THE DIRECTION OF A PROFESSOR AT A STATE COLLEGE, THIS HANDBOOK IS INTENDED TO SERVE AS A GUIDE IN THE PROMOTION AND DEVELOPMENT OF LEADERS IN DISTRIBUTIVE EDUCATION PROGRAMS NATIONWIDE. IN AN EFFORT TO ADVANCE THE IDEA OF LEADERSHIP, A GREAT DEAL OF ATTENTION IS FOCUSED ON THE ORGANIZATIONAL COMPOSITION OF DECA (DISTRIBUTIVE EDUCATION CLUBS OF AMERICA) AS WELL AS ON THE PURPOSE FOR THE ESTABLISHMENT OF SUCH CLUBS. DECA IS AN INDEPENDENT ORGANIZATION WHICH FUNDS ITS OWN ACTIVITIES, WHICH INCLUDE INSTALLATION AND INITIATION CEREMONIES, CHAPTER MEETINGS, EMPLOYER-EMPLOYEE BANQUETS, STATE CONFERENCES FOR THE TRAINING OF OFFICERS, SCHOLARSHIP LOAN AWARDS, AND MERIT AWARD PROGRAMS. (SN)

VT 016 631
OKLAHOMA COOPERATIVE VOCATIONAL EDUCATION. A COURSE OF STUDY.

CURRICULUM MATERIAL.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
DOCUMENT NOT AVAILABLE FROM EDRS.
THE CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST 6TH AVE., STILLWATER, OKLA. 74074
PUB DATE - 72 560P.

DESCRIPTORS - HUMANITIES; *COOPERATIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *STATE CURRICULUM GUIDES; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; *UNIT PLAN; RESOURCE MATERIALS; VISUAL AIDS; STUDENT TESTING; WORKSHEETS; ANSWER KEYS
IDENTIFIERS - *OKLAHOMA; SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TEACHING PROCEDURES

ABSTRACT - THIS CURRICULUM FOR A COOPERATIVE VOCATIONAL EDUCATION PROGRAM AT THE SECONDARY LEVEL INCLUDES SEVEN TOPICS, EACH CONSISTING OF ONE OR MORE COLOR KEYED INSTRUCTIONAL UNITS WITH GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND TEACHING PROCEDURES, INFORMATION SHEETS, VISUAL AIDS, TESTS, AND ANSWER KEYS. DEVELOPED BY A STATE COMMITTEE OF TEACHER-COORDINATORS IN COOPERATIVE VOCATIONAL EDUCATION, THE TOPICAL UNITS DEAL WITH: (1) ORIENTATION, (2) EMPLOYMENT, (3) PERSONAL DEVELOPMENT, (4) EMPLOYEE RELATIONS, (5) COMMUNICATIONS, (6) FINANCIAL MANAGEMENT, AND (7) INSURANCE. STUDENT WORKSHEETS, RESOURCE LISTS, AND SUGGESTED TIME ALLOTMENTS ARE GIVEN FOR EACH UNIT. (AG)

VT 016 676
BOOS, STUART L.;BERGSTROM, ROBIN M.
MARKETING CLUSTER PROGRAM.

LEBANON UNION HIGH SCHOOL, OREG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 56P.

DESCRIPTORS - SECONDARY GRADES; BEHAVIORAL OBJECTIVES; *SHORT COURSES; *DISTRIBUTIVE EDUCATION; *MARKETING; COURSE DESCRIPTIONS; PROJECT APPLICATIONS; VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION; *OCCUPATIONAL CLUSTERS
IDENTIFIERS - BEGINNING COMPETENCE; DECISIONS; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS INSTRUCTIONAL OUTLINE FOR A 2-WEEK MARKETING CLUSTER PROGRAM AT THE HIGH SCHOOL LEVEL CONTAINS GENERAL AND SPECIFIC PROGRAM GOALS AND OBJECTIVES, DESCRIPTIONS OF SHORT COURSES IN DISTRIBUTIVE EDUCATION, VARIOUS PROGRAM FORMS, AND BRIEF OUTLINES OF INSTRUCTIONAL UNITS. DESCRIPTIONS OF PROJECTS INVOLVING PROCEDURES FOR RUNNING A SCHOOL STORE ARE INCLUDED. DEVELOPED BY TWO HIGH SCHOOL TEACHERS, THIS PROGRAM WILL PREPARE THE STUDENT FOR FURTHER POST SECONDARY TRAINING, ENTRY LEVEL EMPLOYMENT, AND DECISION MAKING RESPONSIBILITIES IN HIS AREA OF SPECIALIZATION WITHIN MARKETING AND DISTRIBUTION. (AG)

VT 016 843
NEWMAN, BERNARD
YOUR FUTURE IN THE HIGH FIDELITY INDUSTRY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08260
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 128P.PMM COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *SUPPLEMENTARY TEXTBOOKS; INDUSTRIAL TECHNOLOGY; *ENGINEERING TECHNICIANS; TECHNICAL EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; MARKETING; MANUFACTURING; BIBLIOGRAPHIES;

*AUDIO EQUIPMENT; CAREER PLANNING; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A HIGH FIDELITY EXPERT, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 9-12. IT CONTAINS INFORMATION ABOUT THE HISTORY OF HIGH FIDELITY, THE FACTORY, THE SALES DEPARTMENT, THE SALES REPRESENTATIVE, THE RETAIL OPERATION, REPAIR AND WARRANTY STATIONS, FINANCIAL REWARDS, FINDING A JOB IN HIGH FIDELITY, AND PREPARING A RESUME. INCLUDED ARE APPENDIXES LISTING UNIVERSITIES AND COLLEGES OFFERING COURSES IN ELECTRICAL ENGINEERING, HIGH FIDELITY PERIODICALS, IHF MEMBER BIOGRAPHIES, AND SELECTED READINGS. (RR)

VT 016 847
SONNABEND, ROGER P.
YOUR FUTURE IN HOTEL MANGEMENT. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08263
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 158P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; SECONDARY GRADES; *SUPPLEMENTARY TEXTBOOKS; GUIDANCE; *DISTRIBUTIVE EDUCATION; MARKETING; BIBLIOGRAPHIC CITATIONS; OCCUPATIONAL GUIDANCE; BUSINESS ADMINISTRATION; HUMAN SERVICES; *OCCUPATIONAL INFORMATION; *HOTELS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *INNKEEPERS

ABSTRACT - WRITTEN BY THE PRESIDENT OF HOTEL CORPORATION OF AMERICA, THIS GUIDANCE READING RESOURCE INTRODUCES THE 9-12 GRADES TECHNICAL EDUCATION OR DISTRIBUTIVE EDUCATION MANAGEMENT STUDENT TO CAREERS IN HOTEL MANAGEMENT. VARIOUS TOPICS INCLUDE: (1) THE MANAGEMENT TEAM-HOTEL HIERARCHY, (2) CREATING THE IMAGE, (3) THE MANAGER-MAN OF MANY HATS, AND (4) THE PEOPLE INDUSTRY-SERVICE WITH CARE AND FLAIR. AN APPENDIX INCLUDES A DIRECTORY OF TRAINING SCHOOLS AND A SUGGESTED READING LIST. THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GROUP DISCUSSION FOR GUIDANCE. (DH)

VT 016 848
SOMMER, ARMAND; KEDZIE, DANIEL P.
YOUR FUTURE IN INSURANCE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08264
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 157P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; *BUSINESS EDUCATION; *INSURANCE OCCUPATIONS; INSURANCE PROGRAMS; SECONDARY GRADES; GUIDANCE; COUNSELING; RESOURCE MATERIALS; DISTRIBUTIVE EDUCATION
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY TWO VICE PRESIDENTS OF CONTINENTAL CASUALTY INSURANCE COMPANY TO INTRODUCE HIGH SCHOOL STUDENTS TO THE BROAD FIELD OF INSURANCE INCLUDING LIFE, HEALTH, PROPERTY, AND LIABILITY INSURANCE. THE WIDE VARIETY OF JOBS IN THE FIELD ARE DISCUSSED AND ILLUSTRATED WITH REAL-LIFE CASE HISTORIES. THE FINAL CHAPTERS PROVIDE INFORMATION ABOUT HOW TO ENTER THE INSURANCE BUSINESS. AN APPENDIX LISTS COLLEGES AND UNIVERSITIES OFFERING INSURANCE MAJORS, ALONG WITH SOURCES OF FINANCIAL AID. A BIBLIOGRAPHY OF EDUCATIONAL OPPORTUNITIES IN THE INSURANCE FIELD IS INCLUDED. (ARG)

VT 016 849
DURST, SEYMOUR B.; STERN, WALTER H.
YOUR FUTURE IN REAL ESTATE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08278
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 159P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; MARKETING; SECONDARY GRADES; GUIDANCE; RESOURCE MATERIALS; *BUSINESS EDUCATION; *REAL ESTATE; *REAL ESTATE OCCUPATIONS; *SALES OCCUPATIONS; DISTRIBUTIVE EDUCATION
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - PART OF THE ARCO-ROSEN GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A BUILDER AND A REAL ESTATE REPORTER FOR THE NEW YORK TIMES TO INTRODUCE HIGH SCHOOL STUDENTS TO THE FIELD OF REAL ESTATE AND THE JOBS AVAILABLE WITHIN IT. TOPICS COVERED INCLUDE: (1) RESIDENTIAL AND COMMERCIAL BROKERAGE, (2) REALTY MANAGEMENT, (3) BUILDING, (4) REALTY FINANCE, AND (5) RELATED FIELDS. A SELF EVALUATION TEST IS INCLUDED TO HELP STUDENTS DECIDE ON THE PHASE OF INSURANCE MOST SUITABLE FOR HIM. (AG)

VT 016 853
WINTER, ELMER L.
YOUR FUTURE IN YOUR OWN BUSINESS. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08282
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 187P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; *DISTRIBUTIVE EDUCATION; MARKETING; SECONDARY GRADES; OCCUPATIONAL INFORMATION; GUIDANCE; *SUPPLEMENTARY TEXTBOOKS; INFORMATION SOURCES; BUSINESS; *BUSINESS EDUCATION; *CAREER PLANNING; *OCCUPATIONAL GUIDANCE; VOCATIONAL EDUCATION; CAREER CHOICE; VOCATIONAL COUNSELING
IDENTIFIERS - *EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL BUSINESSMAN, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 10-12. IT IS DESIGNED TO HELP ANSWER QUESTIONS SUCH AS: WHAT KIND OF PERSON DOES A BUSINESS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WHAT ARE THE PERSONAL SATISFACTIONS? WHAT ARE THE OPPORTUNITIES? WHAT ARE THE DISADVANTAGES? WHAT SKILLS OR TRAINING ARE NECESSARY? HOW MUCH DOES THE AVERAGE PERSON EARN? INCLUDED ARE APPENDIXES LISTING FRANCHISING COMPANIES, SMALL BUSINESS ADMINISTRATION FIELD OFFICES, U.S. DEPARTMENT OF COMMERCE FIELD OFFICES, AND ORGANIZATIONS PUBLISHING PAMPHLETS AND PERIODICALS ABOUT BUSINESS. (RR)

VT 016 855
WESTBROOK, JAMES H.
YOUR FUTURE IN RESTAURANTS AND FOOD SERVICE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08279
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 69 192P.PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; FOOD SERVICE WORKERS; *OCCUPATIONAL INFORMATION; *SUPPLEMENTARY READING MATERIALS; DIRECTORIES; *OCCUPATIONAL GUIDANCE; DISTRIBUTIVE EDUCATION; HUMAN SERVICES; BIBLIOGRAPHIES; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE; *FOOD SERVICE INDUSTRY
IDENTIFIERS - EMPLOYMENT SKILLS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE

ARCO-ROSEN CAREER GUIDANCE SERIES, FOR GRADES 9-12, DISCUSSES CAREERS IN RESTAURANT AND FOOD SERVICE. MATERIALS COVERED INCLUDE A DESCRIPTION OF THE EMPLOYERS, SIZE AND GROWTH OF THE INDUSTRY, WHERE JOBS ARE LOCATED, THE JOB FUTURE, JOB DESCRIPTIONS, A SAMPLE RESUME AND BIBLIOGRAPHY. OTHER INFORMATION CONCERNS WORKING ENVIRONMENTS, CONDITIONS, EARNINGS, AND PROMOTIONS. (JCE)

VT 016 860
O'CONNELL, DESMOND H.
YOUR FUTURE IN THE BAKERY INDUSTRY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08246
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 158P.PMM
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; RESOURCE GUIDES; *OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; CAREER PLANNING; GUIDANCE; *FOOD PROCESSING OCCUPATIONS; FOOD; FOOD SERVICE INDUSTRY; *FOOD SERVICE OCCUPATIONS; DISTRIBUTIVE EDUCATION; MARKETING
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR A CAREER IN THE BAKERY INDUSTRY. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. BAKERY PRODUCTION, DRIVER-SALESMAN, AND FINANCE TRAINING PROGRAMS ARE EXAMINED AND DISCUSSED. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A CAREER DECISION ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

VT 016 866
YOUR FUTURE IN THE BEAUTY BUSINESS. ARCO-ROSEN CAREER GUIDANCE SERIES.

THE FASHION GROUP, INC., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08248
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 69 159P.PMM
COLLECTION

DESCRIPTORS - TECHNICAL EDUCATION; *GUIDANCE; CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; RESOURCE MATERIALS; HUMAN SERVICES; DISTRIBUTIVE EDUCATION; MARKETING; OCCUPATIONAL GUIDANCE; *OCCUPATIONAL INFORMATION; EDUCATIONAL RESOURCES; EMPLOYMENT QUALIFICATIONS; OCCUPATIONS; SECONDARY GRADES; *COSMETOLOGISTS; *COSMETOLOGY; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS COMPLIATION OF 17 ESSAYS WRITTEN BY MEMBERS OF FASHION GROUP, INC., INTRODUCES THE DISTRIBUTIVE EDUCATION STUDENT IN HIGH SCHOOL OR TECHNICAL EDUCATION STUDENT TO THE BEAUTY BUSINESS. VARIOUS ESSAYS FOCUS ON PUBLIC RELATIONS, THE MAKE-UP ARTIST, THE FIELD OF FRAGRANCE OR THE ADVERTISING AGENCY. AS A SUPPLEMENTARY READING RESOURCE, THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GROUP DISCUSSION FOR GUIDANCE. (DTH)

VT 016 868
BOYNTON, RALPH E.
YOUR FUTURE IN BANKING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08247
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 65 160P.PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; OCCUPATIONAL

INFORMATION; *SUPPLEMENTARY TEXTBOOKS; *BANKING; BUSINESS EDUCATION; *FINANCE OCCUPATIONS; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; RESOURCE GUIDES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR PLANNING A POSSIBLE BANKING CAREER. IT OFFERS CAREER INFORMATION AND GUIDANCE FOR STUDENTS WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A DECISION ARE: WHAT KIND OF PERSON DOES THIS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (PM)

VT 016 982
WALSH, LAWRENCE A.
PHYSICAL DISTRIBUTION. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07527
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 69 151P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; SECONDARY GRADES; POST SECONDARY EDUCATION; *DISTRIBUTIVE EDUCATION; *MARKETING; *TRANSPORTATION; WAREHOUSES; SIMULATION; ROLE PLAYING; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *BEGINNING COMPETENCE; CAREER AWARENESS

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. IT IS DESIGNED TO PREPARE PEOPLE FOR THE ENTRY AND CAREER LEVEL JOBS IN PHYSICAL DISTRIBUTION AND OTHER MARKETING OCCUPATIONS. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO THE END-OF-CHAPTER, A READY-TO-DUPLICATE SET OF TESTS WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 016 983
WOOD, MERLE W.
DATA PROCESSING IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07526
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 164P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; TEXTBOOKS; WORKBOOKS; *TEACHING GUIDES; DISTRIBUTIVE EDUCATION; *MARKETING; *DATA PROCESSING; SECONDARY GRADES; POST SECONDARY EDUCATION; COMMUNICATIONS; BIBLIOGRAPHIES; *BEHAVIORAL OBJECTIVES; *STUDENT PROJECTS; INDEPENDENT STUDY
IDENTIFIERS - CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. IT WAS DESIGNED AS A NONTECHNICAL TREATMENT OF BASIC DATA PROCESSING PROCEDURES AS THEY RELATE SPECIFICALLY TO MARKETING OPERATIONS. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER AND ITS ACCOMPANYING ACTIVITIES AND PROJECT. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC

TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (RR)

VT 016 984
KLAURENS, MARY K.
THE ECONOMICS OF MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07532
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 153P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *TEACHING GUIDES; *MARKETING; DISTRIBUTIVE EDUCATION; POST SECONDARY EDUCATION; *WORKBOOKS; STUDENT PROJECTS; BEHAVIORAL OBJECTIVES; *ECONOMICS; ECONOMIC EDUCATION; SECONDARY GRADES
IDENTIFIERS - *CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE GREGG OCCUPATIONAL AND PROJECTS IN MARKETING SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. IT IS DESIGNED TO PREPARE STUDENTS FOR ENTRY, ADJUSTMENT, AND ADVANCEMENT IN ALL TYPES OF MARKETING AND DISTRIBUTIVE CAREERS, INCLUDING SALES, ADVERTISING, DISPLAY, MARKET RESEARCH, PHYSICAL DISTRIBUTION, FINANCING, AND BUYING. THE ECONOMIC PRINCIPLES ILLUSTRATED IN THIS MANUAL APPLY TO THE MARKETING OF A VARIETY OF GOODS AND SERVICES IN MANY TYPES OF MARKETING INSTITUTIONS. BEHAVIORAL GOALS, ARE STATED AT THE BEGINNING OF EACH CHAPTER, AND PROJECTS AT THE END OF EACH CHAPTER PROVIDE OPPORTUNITIES FOR STUDENTS TO COLLECT DATA THAT WOULD BE REQUIRED TO MAKE MARKETING PLANS AND DECISIONS. INCLUDED IS A TEACHER'S GUIDE THAT CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY. (PM)

VT 016 985
BIKKIE, JAMES A.
CAREERS IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07518
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 177P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST-SECONDARY EDUCATION; *TEACHING GUIDES; TEXTBOOKS; WORKBOOKS; *INSTRUCTIONAL MATERIALS; *DISTRIBUTIVE EDUCATION; *MARKETING; *SIMULATION; ROLE PLAYING; STUDENT PROJECTS; INDEPENDENT STUDY; BIBLIOGRAPHIES; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE "OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING" SERIES, BUT CAN BE USED INDEPENDENTLY WITH GRADES 10-14. ITS PURPOSE IS TO DEVELOP EACH STUDENT'S UNDERSTANDING OF HIMSELF, TO IDENTIFY THE REQUIREMENTS AND VARIED JOB OPPORTUNITIES IN THE MARKETING OCCUPATIONS, AND TO PREPARE PEOPLE FOR INITIAL JOBS LEADING TO CAREER-LEVEL EMPLOYMENT. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER HE COMPLETES THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF CHAPTER ACTIVITIES, A READY-TO-DUPLICATE ACHIEVMENT TEST AND A KEY, AND A BIBLIOGRAPHY. (PM)

VT 016 986

ELY, VIVIEN KING
ORGANIZATION FOR MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING. TEXT AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07519
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 142P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; POST-SECONDARY EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; TEXTBOOKS; WORKBOOKS; *MARKETING; DISTRIBUTIVE EDUCATION; *SIMULATION; ROLE PLAYING; PROJECTS; *STUDENT PROJECTS; FIELD EXPERIENCE PROGRAMS; INDEPENDENT STUDY; BIBLIOGRAPHIES; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; *BEGINNING COMPETENCE

ABSTRACT - THIS TEXT-WORKBOOK IS FROM THE "OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING" SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 11-14. ITS PURPOSE IS TO PROVIDE THE STUDENT WITH AN UNDERSTANDING OF THE PRINCIPLES AND PRACTICES OF BUSINESS ORGANIZATIONS. BEHAVIORAL GOALS STATED AT THE BEGINNING OF EACH CHAPTER TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER HE COMPLETES THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCES PROJECT. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (RR)

VT 017 023
HARRIS, E. EDWARD
MARKETING RESEARCH. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07525
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 69 152P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *TEACHING GUIDES; *STUDY GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; *ECONOMIC RESEARCH; ECONOMIC EDUCATION; RESEARCH METHODOLOGY; BEHAVIORAL OBJECTIVES; DATA COLLECTION; INTERVIEWS; SALES OCCUPATIONS; PROBLEM SOLVING; SAMPLING
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS; DECISIONS

ABSTRACT - THIS SET, INCLUDING A TEACHER'S MANUAL AND A STUDENT MANUAL, IS FROM THE SERIES OCCUPATIONAL MANUALS, PROJECTS IN MARKETING. THE STUDENT BOOK IS DESIGNED TO PROVIDE STUDENTS WITH A BASIC INTRODUCTION TO MARKETING RESEARCH. BEHAVIORAL GOALS ARE STATED AT THE BEGINNING OF EACH CHAPTER, SPECIFYING PARTICULAR COMPETENCIES EXPECTED OF THE STUDENT AFTER COMPLETING THE PROJECT. TOPICS INCLUDED ARE DECISION MAKING, CONSUMER-ORIENTED MARKETING, MARKET RESEARCH, HUMAN RELATIONS, SAMPLING, INTERVIEWING, REPORT WRITING, AND DISTRIBUTIVE EDUCATION. THE STUDENT MANUAL USES PROGRAMED LEARNING, ROLE-PLAYING, PROBLEM-SOLVING, GROUP PRESENTATIONS AND DEMONSTRATIONS AS VEHICLES FOR LEARNING. THE TEACHER'S MANUAL CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS, AND SUPPLEMENTARY REFERENCE MATERIALS. THE STUDENT MANUAL IS A SELF CONTAINED UNIT OF INSTRUCTION; IT MAY BE USED AS AN INDEPENDENT LEARNING MODULE OR INCLUDED AS A 30-HOUR PORTION OF A BROADER COURSE IN THE FIELD OF DISTRIBUTION OR MARKETING.

VT 017 024
DORR, EUGENE, AND OTHERS
BUYING AND PRICING. OCCUPATIONAL

MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07522
MCGRAW-HILL BOOK CO., 330 W. 42
ST., NEW YORK, N.Y. 10036
PUB DATE - 71 134P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; POST SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; SIMULATION; ROLE PLAYING; *MERCHANDISING; STUDENT PROJECTS; FIELD EXPERIENCE PROGRAMS; INDEPENDENT STUDY; *BEHAVIORAL OBJECTIVES
IDENTIFIERS - *BEGINNING COMPETENCE

ABSTRACT - THIS TEXT-WORKBOOK IS DESIGNED TO: (1) TEACH THE BASIC MARKETING CONCEPTS NECESSARY FOR CAREER-LEVEL JOBS IN BUYING, (2) TEACH THE MERCHANDISING PRACTICES THAT BUYERS USE IN SUCCESSFULLY CARRYING OUT THEIR ROLE WITHIN THE DISTRIBUTION SYSTEM, AND (3) HELP STUDENTS DEVELOP THE SPECIAL SKILLS AND COMPETENCIES REQUIRED IN THIS OCCUPATIONAL AREA. BEHAVIORAL GOALS, STATED AT THE BEGINNING OF EACH CHAPTER, TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT, WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 017 025
ERTEL, KENNETH A.
WHOLESALING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07521
MCGRAW-HILL BOOK CO., 330 W. 42
ST., NEW YORK, N.Y. 10036
PUB DATE - 70 152P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *TEACHING GUIDES; *SALESMANSHIP; *SALES OCCUPATIONS; MERCHANDISING; MARKETING; *DISTRIBUTIVE EDUCATION; RETAILING; BEHAVIORAL OBJECTIVES; WHOLESALING; ROLE PLAYING; *WORKBOOKS
IDENTIFIERS - *CAREER AWARENESS; EMPLOYABILITY SKILLS; BEGINNING COMPETENCE; DECISIONS

ABSTRACT - THIS TEACHERS MANUAL AND ACCOMPANYING STUDENT MANUAL IS DESIGNED TO PROVIDE STUDENTS IN GRADES 11-14 WITH THE KNOWLEDGE TO MOVE FROM BEING AN AVERAGE SALESPERSON TO AN EXCELLENT SALESPERSON. BEHAVIORAL GOALS ARE STATED AT THE BEGINNING OF EACH CHAPTER, SPECIFYING PARTICULAR COMPETENCIES EXPECTED OF THE STUDENT AFTER COMPLETING THE CHAPTER. TOPICS COVERED INCLUDE: (1) THE SELLING ENVIRONMENT, (2) TYPES OF SELLING, (3) NEGOTIATING AND PROBLEM SOLVING IN RETAIL SELLING, (4) INDUSTRIAL AND WHOLESALE SELLING, (5) SPECIAL LOCATION SELLING, (6) PROSPECTING TECHNIQUES, (7) SELF-MANAGEMENT, (8) ITINERARIES, (9) RECORD KEEPING, AND (10) PERFORMANCE ANALYZING AND PERFORMANCE IMPROVING TECHNIQUES. THE STUDENT MANUAL USES SELF-INSTRUCTION TECHNIQUES, CASES, ROLE-PLAYING, PROBLEM SOLVING, GROUP DISCUSSION, AND DEMONSTRATIONS AS VEHICLES FOR LEARNING. THE TEACHERS MANUAL AND KEY CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. THE STUDENT MANUAL IS A SELF-CONTAINED UNIT OF INSTRUCTION, AND IT MAY BE USED ALONE OR INCLUDED IN A 20-30 HOUR SEGMENT OF A BROADER COURSE IN MARKETING OR RETAILING. (PM)

VT 017 026
ROWE, KENNETH L.; JIMERSON, HALLIE

C.
COMMUNICATIONS IN MARKETING.
OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07529
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 145P. PMM COLLECTION

DESCRIPTORS - *MARKETING; *COMMUNICATION SKILLS; BUSINESS SKILLS; *TEACHING GUIDES; *WORKBOOKS; SPEECH SKILLS; WRITING SKILLS; READING SKILLS; LISTENING SKILLS; INTERPERSONAL COMPETENCE; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL MATERIALS; WORKSHEETS; SECONDARY GRADES; POSTSECONDARY EDUCATION; *DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; CAREER EDUCATION
IDENTIFIERS - *SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS TEXT-WORKBOOK IS A SELF CONTAINED UNIT OF INSTRUCTION DESIGNED FOR DISTRIBUTIVE EDUCATION STUDENTS AT THE SECONDARY OR POST-SECONDARY LEVEL. THE MANUAL FOCUSES ON COMMUNICATION SKILLS NECESSARY FOR MARKETING AND UTILIZES A BEHAVIORAL APPROACH. BEHAVIORAL GOALS SUCH AS KNOWING THE IMPORTANCE OF LISTENING, INFORMAL SPEAKING, OR BUSINESS WRITING ARE SUPPORTED BY STUDENT ORIENTED CHAPTER PROJECTS. THE MANUAL IS DESIGNED TO PREPARE STUDENTS FOR SALES OR SALES-SUPPORTING JOBS. THE ACCOMPANYING TEACHERS MANUAL CONTAINS SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. (PM)

VT 017 041
MCDERMOTT, IRENE E.;NORRIS, JEANNE L.
OPPORTUNITIES IN CLOTHING: FASHION, MERCHANDISING.

DOCUMENT NOT AVAILABLE FROM EDRS.
5004-08360
CHAS. A. BENNETT CO., INC., 809 W. DETWEILLER DR., PEORIA, IL 61614
PUB DATE - 72 350P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; *HOME ECONOMICS EDUCATION; HUMAN SERVICES; MARKETING; *CLOTHING; CLOTHING DESIGN; SEAMSTRESSES; CLOTHING MAINTENANCE SPECIALISTS; *CLOTHING INSTRUCTION; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS BOOK, WRITTEN FOR STUDENTS IN GRADES 9-12, CONCERNS ACQUIRING THE NECESSARY INFORMATION AND SKILLS TO PREPARE STUDENTS FOR THE CLOTHING INDUSTRY, OBTAINING A JOB, TAKING A PLACE IN THE WORKING WORLD, AND GAINING SUCCESS ON THE JOB. INCLUDED IN THE TEXT, ARE STUDIES IN THE FOLLOWING AREAS: FABRICS, DESIGN, INDUSTRIAL SEWING, FITTING AND ALTERATIONS, SELLING TECHNIQUES, AND MERCHANDISING. POSSIBILITIES OF EMPLOYMENT INCLUDE JOBS AS SALESPERSON, STOCK CLERK, CLOTHING REPAIR SPECIALIST AND GARMENT MANUFACTURE. A BIBLIOGRAPHY AND COLOR ILLUSTRATIONS ARE INCLUDED. (PM)

VT 017 046
ERNEST, JOHN W.
CREATIVE SELLING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07520
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 160P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *TEACHING GUIDES; *WHOLESALING; *DISTRIBUTIVE EDUCATION; *MARKETING; MERCHANDISING; BEHAVIORAL OBJECTIVES; ROLE PLAYING; *WORKBOOKS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS; DECISIONS

ABSTRACT - THIS TEACHERS MANUAL AND ACCOMPANYING STUDENT MANUAL IS INTENDED TO PREPARE STUDENTS IN GRADES 11-14 FOR ENTRY LEVEL WORK IN THE MARKETING, SELLING, PROMOTING, AND MERCHANDISE-HANDLING ASPECTS OF WHOLESALING. IT ALSO DEVELOPS BUYING AND MANAGERIAL SKILLS AND EMPHASIZES A JOB-ORIENTED APPROACH BASED ON BEHAVIORAL GOALS, WHICH ARE STATED AT THE BEGINNING OF EACH CHAPTER. TOPICS COVERED INCLUDE: (1) MARKETING FUNCTIONS, (2) LENGTH AND WIDTH OF CHANNELS OF DISTRIBUTION, (3) AREAS OF SPECIALIZATION, (4) VARIOUS CUSTOMER SERVICE FUNCTIONS, (5) PRODUCT PLANNING AND DATA GATHERING, (6) PRIVATE LABEL MARKETING, (7) WAREHOUSING, (8) PROMOTING, AND (9) SPECIAL PRODUCTS HANDLING. THE STUDENT MANUAL USES SELF-INSTRUCTION TECHNIQUES, CASES, ROLE-PLAYING, PROBLEM SOLVING, GROUP DISCUSSION, AND DEMONSTRATIONS AS VEHICLES FOR LEARNING. THE TEACHERS MANUAL AND KEY CONTAINS SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. THE STUDENT MANUAL IS A SELF-CONTAINED UNIT OF INSTRUCTION, AND IT MAY BE USED AS AN INDEPENDENT LEARNING MODULE OR INCLUDED AS A 20-30 HOUR SEGMENT OF A BROADER COURSE IN DISTRIBUTION OR MARKETING. (PM)

VT 017 047
ANTRIM, WILLIAM H.
ADVERTISING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07524
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 70 174P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; POST SECONDARY EDUCATION; SIMULATION; ROLE PLAYING; *PUBLICIZE; STUDENT PROJECTS; INDEPENDENT STUDY; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS DESIGNED TO DEVELOP THE SKILLS, ATTITUDES, AND KNOWLEDGE NECESSARY FOR ENTRY LEVEL JOBS IN ADVERTISING AND OTHER MARKETING OCCUPATIONS. BEHAVIORAL GOALS, STATED AT THE BEGINNING OF EACH CHAPTER, TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER COMPLETING THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE SIMULATED OCCUPATIONAL EXPERIENCE PROJECT, WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 017 048
BUCKNER, LEROY M.
CUSTOMER SERVICES. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07532
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 136P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *DISTRIBUTIVE EDUCATION; *MARKETING; *TEACHING GUIDES; TEXTBOOKS; *WORKBOOKS; SIMULATION; ROLE PLAYING; *BUSINESS RESPONSIBILITY; CREDIT (FINANCE); INDEPENDENT STUDY; MERCHANDISING; BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK IS INTENDED TO PROVIDE STUDENTS INTERESTED IN CAREER DEVELOPMENT OR ENROLLED IN THE DISTRIBUTIVE

EDUCATION CURRICULA WITH AN INTRODUCTORY KNOWLEDGE OF THE MANY DIFFERENT JOB OPPORTUNITIES IN RENDERING SERVICES IN MARKETING ORGANIZATIONS SELLING TO INDUSTRIAL, WHOLESALE, RETAIL, AND CONSUMER BUYERS. BEHAVIORAL GOALS, STATED AT THE BEGINNING OF EACH CHAPTER, TELL EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO ACCOMPLISH AFTER HE COMPLETES THE CHAPTER, ITS ACCOMPANYING ACTIVITIES, AND THE STIMULATED OCCUPATIONAL EXPERIENCE PROJECT, WHICH HAS BEEN DESIGNED SO THAT THE STUDENT DOES NOT NEED TO VISIT BUSINESSES. INCLUDED IS A TEACHER'S MANUAL AND KEY CONTAINING SPECIFIC TEACHING SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO THE END-OF-CHAPTER ACTIVITIES, A READY-TO-DUPLICATE ACHIEVEMENT TEST WITH A KEY, AND A BIBLIOGRAPHY. (PM)

VT 017 049
SMITH, GARY R.
DISPLAY AND PROMOTION. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07528
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 70 136P. PMM COLLECTION

DESCRIPTORS - *WORKBOOKS; RESOURCE MATERIALS; CAREER EDUCATION; *TEACHING GUIDES; SECONDARY GRADES; POST SECONDARY EDUCATION; *MARKETING; *DISPLAY PANELS; PUBLICIZE; PUBLIC RELATIONS; BEHAVIORAL OBJECTIVES; *DISTRIBUTIVE EDUCATION; INDEPENDENT STUDY; SIMULATION; MERCHANDISING
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; *EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT-WORKBOOK AND ACCOMPANYING TEACHERS MANUAL IS DESIGNED TO SHOW STUDENTS THE IMPORTANCE OF BOTH DISPLAY AND PROMOTION ACTIVITIES. IT IS ALSO DESIGNED TO ACQUAINT THE STUDENT WITH THE JOB OPPORTUNITIES AVAILABLE IN THESE AREAS OF DISTRIBUTION AND TO PREPARE STUDENTS FOR BOTH ENTRY-LEVEL AND CAREER-LEVEL JOBS IN THE AREAS OF DISPLAY AND PROMOTION. CHAPTER 1 GIVES A BROAD OVERVIEW OF THE CAREERS AVAILABLE IN PROMOTION ON BOTH AN ENTRY LEVEL AND A CAREER LEVEL, WHILE CHAPTERS 2-6 EXAMINE IN DEPTH THE SKILLS AND KNOWLEDGE NECESSARY TO CREATE AN EFFECTIVE DISPLAY. CHAPTER 7 DEVELOPS THE DIFFERENT SALES PROMOTION TECHNIQUES THAT CAN BE USED TO PROMOTE A PRODUCT, AND CHAPTER 8 PROVIDES GUIDANCE IN PREPARING PUBLICITY RELEASES AND IN DEVELOPING GOOD PUBLIC RELATIONS PROCEDURES. BEHAVIORAL OBJECTIVES ARE STATED AT THE BEGINNING OF EACH CHAPTER IN TERMS OF CONDITIONS AND TASKS. AT THE CONCLUSION OF EACH CHAPTER, THERE ARE LEARNING ACTIVITIES WHICH HAVE BEEN DESIGNED TO ENRICH AND REINFORCE THE MATERIALS IN THE TEXT-WORKBOOK. THE TEACHERS MANUAL CONTAINS SPECIFIC SUGGESTIONS FOR EACH CHAPTER, AN ANSWER KEY TO END-OF-CHAPTER ACTIVITIES, AND A READY-TO-DUPLICATE SET OF PERFORMANCE TESTS. THIRTY HOURS ARE THE SUGGESTED TIME SCHEDULE FOR TEACHING THIS MATERIAL TO HIGH SCHOOL AND POST-SECONDARY STUDENTS. (PM)

VT 017 056
DAME, J. FRANK, AND OTHERS
EXPLORATORY BUSINESS: DISTRIBUTIVE, CLERICAL, ACCOUNTING/DATA PROCESSING, STENOGRAPHIC OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-04430
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 231P. PMM COLLECTION; FIFTH EDITION

DESCRIPTORS - CAREER EDUCATION; TEXTBOOKS; SECONDARY GRADES; COMMUNICATIONS; *STUDY GUIDES; BUSINESS EDUCATION; *BUSINESS SKILLS; BUSINESS SUBJECTS; DISTRIBUTIVE EDUCATION; *OFFICE OCCUPATIONS; OFFICE OCCUPATIONS EDUCATION; JOB SKILLS; *WORK ATTITUDES; OCCUPATIONAL

INFORMATION; GUIDANCE; *TEACHING GUIDES
IDENTIFIERS - CAREER AWARENESS; *BEGINNING COMPETENCE

ABSTRACT - THIS MANUAL IS DESIGNED TO INTRODUCE HIGH SCHOOL STUDENTS TO DISTRIBUTIVE, CLERICAL, STENOGRAPHIC, AND ACCOUNTING AND DATA PROCESSING OCCUPATIONS. EACH OF THE FOUR SECTIONS INCLUDES SEVERAL STUDENT EXERCISES DESIGNED TO BUILD SPECIFIC SKILLS WITHIN EACH OF THE FOUR OCCUPATIONAL GROUPS. THE MANUAL BEGINS WITH A SECTION ON EXPLORING THE WORLD OF BUSINESS. AN EXTENSIVE PERSONAL INVENTORY CHECKLIST IS INCLUDED WHICH COVERS DESIRABLE APPEARANCE AND PERSONALITY AS WELL AS COMMUNICATION AND GENERAL WORK HABITS. A TEACHER'S MANUAL IS AVAILABLE WHICH CONTAINS SUGGESTED ACTIVITIES, ANSWER KEYS TO STUDENT EXERCISES, AND LISTS OF SUPPLEMENTARY COURSES OF REFERENCE FOR THE TEACHER. (PM)

VT 017 079
CRAWFORD, LUCY C.;MEYER, WARREN G.
ORGANIZATION AND ADMINISTRATION OF DISTRIBUTIVE EDUCATION. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08140
CHARLES E. MERRILL PUBLISHING CO., 1300 ALUM CREEK DRIVE, COLUMBUS, OH 43216
PUB DATE - 72 356P. PMM
COLLECTION

DESCRIPTORS - CURRICULUM PLANNING; ADULT EDUCATION; *DISTRIBUTIVE EDUCATION; MARKETING; STAFF IMPROVEMENT; EVALUATION; ADMINISTRATOR EDUCATION; *ADMINISTRATOR ROLE; ADMINISTRATOR CHARACTERISTICS; ADMINISTRATIVE PRINCIPLES; EDUCATIONAL LEGISLATION; *DISTRIBUTIVE EDUCATION TEACHERS; *INSTRUCTOR COORDINATORS; *EDUCATIONAL ADMINISTRATION

ABSTRACT - THIS BOOK WAS WRITTEN FOR THE INDIVIDUALS WHO ARE PREPARING TO BECOME DISTRIBUTIVE EDUCATION TEACHERS AND TEACHER COORDINATORS, AND FOR OTHER EDUCATIONAL PERSONNEL WHO WANT TO LEARN MORE ABOUT THE ORGANIZATION AND ADMINISTRATION OF DISTRIBUTIVE EDUCATION PROGRAMS. A TOTAL PROGRAM OF DISTRIBUTIVE EDUCATION FROM EXPLORATION OF CAREERS IN DISTRIBUTION THROUGH CONTINUING EDUCATION FOR ADULT EMPLOYEES AND MANAGERS IS TREATED IN THIS REFERENCE TEXTBOOK. EACH CHAPTER BEGINS WITH A SET OF BEHAVIORAL OBJECTIVES BASED ON THE COMPETENCIES APPROPRIATE TO THE CONTENT AREA. AT THE END OF EACH CHAPTER THERE ARE SUGGESTIONS FOR COURSES OF ACTION AND REFERENCES. (PM)

VT 017 120
JOHNSON, GEORGE
YOUR CAREER IN ADVERTISING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07393
JULIAN MESSNER INC., 1 WEST 39TH STREET, NEW YORK, NEW YORK, 10018 ($3.64)
PUB DATE - 66 189P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES; *EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL INFORMATION; VOCATIONAL COUNSELING; RESOURCE MATERIALS; JOB SATISFACTION; *MASS MEDIA; *MARKETING
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TEXT DESCRIBES THE WORK OF THE ADVERTISING AGENCY, ANALYZES A "GOOD" AD, EXPLORES TELEVISION ADVERTISING AND OUTLINES THE VARIOUS JOBS AVAILABLE IN ADVERTISING. EDUCATIONAL BACKGROUND AND DESIRABLE PERSONALITY TRAITS ARE EXPLORED. A LIST OF SUGGESTED READINGS IS PROVIDED. (PM)

VT 017 134
LISTON, ROBERT A.
YOUR CAREER IN SELLING.

DOCUMENT NOT AVAILABLE FROM EDRS.

7251-07398
JULIAN MESSNER INC., 1 WEST 39
STREET, NEW YORK, NEW YORK 10018
($3.64)
PUB DATE - 67 192P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; *DISTRIBUTIVE EDUCATION; GRADE 11; GRADE 12; *MARKETING; INSTRUCTIONAL MATERIALS; SUPPLEMENTARY READING MATERIALS; MERCHANDISING; RETAILING; WHOLESALING; *SALES OCCUPATIONS; REAL ESTATE OCCUPATIONS; SALESMANSHIP; SALES WORKERS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE MESSNER CAREER SERIES, THIS BOOK WAS WRITTEN BY A FREE-LANCE WRITER IN ORDER TO SUGGEST CAREER POSSIBILITIES IN THE SALES FIELD. THE AUTHOR USES CASE HISTORIES AND INCIDENTS TO DESCRIBE THE AREAS OF RETAIL, WHOLESALE, INSURANCE, BROKERAGE, REAL ESTATE, AND INDUSTRIAL SELLING ALONG WITH THE QUALIFICATIONS, EDUCATION, SALARIES PAID, AND OPPORTUNITIES FOR ADVANCEMENT IN THE FIELD. THE AUTHOR PLACES SPECIAL EMPHASIS ON THE IMPORTANCE OF POTENTIAL SALES PEOPLE DISCOVERING WHAT THEY ARE BEST SUITED TO SELL. THE BOOK IS ILLUSTRATED WITH BLACK AND WHITE PHOTOGRAPHS. (PM)

VT 017 162
DOWDELL, DOROTHY;DOWDELL, JOSEPH
YOUR CAREER IN THE WORLD OF TRAVEL.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07385
JULIAN MESSNER INC., 1 WEST 39TH
STREET, NEW YORK, NEW YORK 10018
($4.50)
PUB DATE - 71 190P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; MARKETING; *TRANSPORTATION; INDEPENDENT STUDY; OCCUPATIONAL INFORMATION; *TRAVEL; *CAREERS; MOTOR VEHICLES; *TOURISM; BUS TRANSPORTATION; RAIL TRANSPORTATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL CHOICE
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS TEXT IS TO OUTLINE VARIOUS ASPECTS OF CAREERS IN THE TRAVEL INDUSTRY FOR STUDENTS OF GRADES 11 AND 12 WHO SEEK INFORMATION CONCERNING SUCH CAREERS. IT DESCRIBES JOBS WITH TRAVEL AGENCIES, BUS LINES, OCEAN CRUISE COMPANIES, AND AIRLINES. IN ADDITION TO JOB DESCRIPTIONS, THE BOOK PROVIDES DATA ON SALARIES, REQUIREMENTS, AND PLACEMENT FOR THE VARIOUS POSITIONS. A SECTION OF PHOTOGRAPHS, A BIBLIOGRAPHY, AND AN INDEX ARE INCLUDED. (PM)

VT 017 211
LOGAN, WILLIAM B.;FREEMAN, M. HERBERT
MATHEMATICS IN MARKETING, TEXT AND TEACHER'S MANUAL AND KEY. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-07531
MCGRAW-HILL BOOK CO., 330 W. 42
ST., NEW YORK, NY 10036
PUB DATE - 70 202P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; *MATHEMATICS; INDEPENDENT STUDY; GROUP DISCUSSION; PROBLEM SOLVING; SELF EVALUATION; SUPPLEMENTARY READING MATERIALS; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; *PRACTICAL MATHEMATICS; MATHEMATICS INSTRUCTION; MATHEMATICAL APPLICATIONS; MERCHANDISING; STUDY GUIDES
IDENTIFIERS - BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - DESIGNED TO PREPARE 11TH AND 12TH GRADERS TO COPE WITH THE USE OF MATHEMATICS ON THE JOB. STUDENTS WHO SEEK EMPLOYMENT IN THE MARKETING FIELD WILL PROFIT FROM THE STUDY OF THIS TEXT WORKBOOK. IT GIVES A STEP-BY-STEP REVIEW AND

PRACTICE IN THE BASICS OF ARITHMETIC, THEN GOES ON TO FRACTIONS AND DECIMALS. SOLVING THE PROBLEMS WILL ENABLE THE STUDENT TO JUDGE HIS OWN READINESS TO FACE THE PROBLEMS OF THE BUSINESS WORLD. A TEACHERS' GUIDE IS INCLUDED. (PM)

VT 017 218
COORDINATED VOCATIONAL ACADEMIC EDUCATION CONTEST MANUAL.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 80P.

DESCRIPTORS - *STATE PROGRAMS; *MANUALS; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; *VOCATIONAL EDUCATION; *YOUTH CLUBS; *ACADEMIC EDUCATION; EDUCATIONAL COORDINATION; GUIDELINES; WORKSHEETS
IDENTIFIERS - EDUCATIONAL AWARENESS; EPDA; EDUCATIONAL PROFESSIONS DEVELOPMENT ACT

ABSTRACT - THE CLUB ORGANIZATION ACTIVITIES AND THE CONTEST MANUAL WHICH MAKE UP THIS DOCUMENT WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION CLUBS BY A PROJECT STAFF OF REGIONAL VOCATIONAL EDUCATION COORDINATORS. THE THREE SECTIONS OF THE MANUAL COVER: (1) THE STATE ORGANIZATION, (2) CONTESTS AND AWARDS, AND (3) SUGGESTED GUIDELINES FOR CLUB ACTIVITIES AND PROCEDURES. TEN CONTESTS ARE BRIEFLY OUTLINED, AND SUCH TOPICS AS PARLIAMENTARY PROCEDURES AND ELECTION OF STATE OFFICERS FOR THE CONDUCT OF THE CLUB ACTIVITIES ARE DISCUSSED. (AG)

VT 017 232
STONE, ELNA
HOW TO GET A JOB.

DOCUMENT NOT AVAILABLE FROM EDRS.
6012-08331
BRUCE PUBLISHING CO., 2642 UNIVERSITY AVE., ST. PAUL, MN 55114
PUB DATE - 69 74P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; GUIDANCE; PROBLEM SOLVING; RESOURCE MATERIALS; JOBS; *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; *EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - EMPLOYMENT SKILLS; SELF AWARENESS

ABSTRACT - THIS BOOK WILL AID SECONDARY AND POST-SECONDARY STUDENTS TO HAVE ADEQUATE INFORMATION ABOUT THE TECHNIQUES OF JOB HUNTING. AFTER THE STUDENT HAS READ A SPECIFIC QUESTION, HE CAN ANSWER QUESTIONS WHICH WILL HELP HIM THINK ABOUT WHAT HE HAS READ AND APPLY THIS TO HIS OWN SITUATION. THE STUDENT WILL GET SOME PRACTICE DOING MANY OF THE THINGS THAT HE WILL DO IN LOOKING FOR A JOB SUCH AS FILLING OUT APPLICATION BLANKS, TAKING TESTS, AND WRITING A RESUME. THE MATERIAL IN THE BOOK IS ARRANGED IN SUCH A WAY THAT THE STUDENT CAN READ ONLY THE PART HE NEEDS AT ANY ONE TIME. (PM)

VT 017 265
BEAUMONT, JOHN A.;LANGAN, KATHLEEN H., ED.
YOUR JOB IN DISTRIBUTION.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-08050
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 68 328P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; ILLUSTRATIONS; EMPLOYMENT OPPORTUNITIES; *MARKETING; INDEPENDENT STUDY; SUPPLEMENTARY TEXTBOOKS; *TEXTBOOKS; GUIDANCE; *WHOLESALING; *RETAILING
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 9-11, THIS TEXTBOOK DISCUSSES THE VARIETY OF

OPPORTUNITIES IN THE FIELD OF DISTRIBUTION AND SHOWS HOW YOUNG PEOPLE OF MANY DIFFERENT TALENTS, INTERESTS AND BACKGROUNDS CAN FIND REWARDING CAREERS IN THE FIELD. THE BOOK BEGINS WITH A BROAD LOOK AT DISTRIBUTION AND THEN EXPLORES JOBS IN RETAIL AND WHOLESALE GOODS AND SERVICES, TRANSPORTATION, WAREHOUSING, AND FINANCE. GUIDELINES FOR ACTION BY THE JOB HUNTER ARE INCLUDED. (PM)

VT 017 268
ERNEST, JOHN W.
BASIC SALESMANSHIP, TEXT AND TEACHER'S MANUAL AND KEY. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-09603
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 69 124P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; INDEPENDENT STUDY; PROBLEM SOLVING; SELF EVALUATION; *TEACHING GUIDES; *WORKBOOKS; *DISTRIBUTIVE EDUCATION; MARKETING; *SALES OCCUPATIONS; *SALESMANSHIP; SALES WORKERS; BUSINESS; RETAILING; MERCHANDISING
IDENTIFIERS - SELF AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - "BASIC SALESMANSHIP" FOR GRADES 11 AND 12, IS DESIGNED TO PREPARE PEOPLE FOR ENTRY AND CAREER LEVEL JOBS IN SELLING. IT EMBRACES ALL TYPES OF SELLING, INCLUDING RETAIL, WHOLESALE, INDUSTRIAL AND SPECIALTY SALES FIELDS. AN UNDERSTANDING OF THE CUSTOMER, OF THE PRODUCT, AND OF THE SALESPERSON IS STRESSED. A TEACHING GUIDE IS INCLUDED WITH ANSWER KEY. (PM)

VT 017 339 ED 068 717
RESOURCE MANUAL FOR THE DEVELOPMENT OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS UNDER THE VOCATIONAL EDUCATION ACT OF 1963, AS AMENDED P.L. 90-576.

BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - JUL72 30P.

DESCRIPTORS - SECONDARY GRADES; EDUCATIONAL FINANCE; *VOCATIONAL EDUCATION; PROGRAM DEVELOPMENT; *COOPERATIVE PROGRAMS; VOCATIONAL DEVELOPMENT; WORK STUDY PROGRAMS; *STATE PROGRAMS; *PROGRAM PLANNING; *RESOURCE MATERIALS; COMPARATIVE ANALYSIS; FINANCIAL SUPPORT
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS; *PUBLIC LAW 90 576; VOCATIONAL EDUCATION ACT OF 1963

ABSTRACT - THIS BOOKLET SUMMARIZES SELECTED FACTS AND SUGGESTIONS FOR THE USE OF STATE STAFFS IN PLANNING FOR THE DEVELOPMENT OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS UNDER PUBLIC LAW 90-576. DESIGNED TO PROVIDE PERTINENT INFORMATION AS TECHNICAL ASSISTANCE FOR FACILITATING THE DECISION-MAKING PROCESS, THIS RESOURCE MANUAL IS INTENDED FOR USE IN CONJUNCTION WITH "A GUIDE FOR COOPERATIVE VOCATIONAL EDUCATION," (ED 037 564) PUBLISHED BY THE UNIVERSITY OF MINNESOTA. TERM DEFINITIONS, FUNDING SOURCES FOR COOPERATIVE EDUCATION, SELECTED REGULATIONS FOR STATE VOCATIONAL EDUCATION PROGRAMS, ALLOWABLE EXPENDITURES OF FEDERAL AND MATCHING FUNDS, PERSONS SERVED BY COOPERATIVE PROGRAMS, AND ADDITIONAL PROGRAMMATIC INFORMATION ARE INCLUDED. A COMPARATIVE ANALYSIS OF STATE, COOPERATIVE, AND WORK-STUDY PROGRAMS FOR VOCATIONAL EDUCATION IS PRESENTED IN A 3-COLUMN FORMAT. THE RESOURCE MATERIALS WERE PREPARED BY AN EDUCATION PROGRAM SPECIALIST, UNDER THE DIRECTION OF THE CHIEF OF STATE PROGRAMS AND SERVICES. (AG)

VT 017 404
CARLO, PATRICK A., AND OTHERS
DISTRIBUTIVE EDUCATION: WORK EXPERIENCE MANUAL AND INSTRUCTOR'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
1593-07856
LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 424P. PMM COLLECTION

DESCRIPTORS - *TEACHING GUIDES; CAREER EDUCATION; GRADE 11; GRADE 12; MARKETING; *COOPERATIVE EDUCATION; *WORK EXPERIENCE PROGRAMS; SELF-EVALUATION; BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION
IDENTIFIERS - CAREER AWARENESS; EMPLOYABILITY SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS STUDENT MANUAL PROVIDES UNITS OF INSTRUCTION AND RECORD FORMS DESIGNED TO CARRY THE TRAINEE FROM THE FIRST DAYS IN THE PROGRAM THROUGH THE COMPLETE SCHOOL YEAR. THE 40 UNITS COVER DIFFERENT ASPECTS OF ON-THE-JOB TRAINING SUCH AS: (1) STORE LAYOUT, (2) USING THE CASH REGISTER, (3) SELLING TECHNIQUES, AND (4) MERCHANDISING. THE ACCOMPANYING TEACHER'S MANUAL IS DESIGNED TO EVALUATE THE STUDENT'S EXPERIENCE AND PROVIDES SUGGESTIONS FOR RELATING ON-THE-JOB ACTIVITIES WITH CLASSROOM INSTRUCTION. (PM)

VT 017 427
DROTNING, PHILLIP T.;MAYES, JIM
A JOB WITH A FUTURE IN THE PETROLEUM INDUSTRY. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03174
GROSSET & DUNLAP INC., SUBS. OF NATIONAL GENERAL CORP., 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 69 128P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *GUIDANCE; INDEPENDENT STUDY; *PETROLEUM INDUSTRY; *INDUSTRY; CAREER CHOICE; *OCCUPATIONAL INFORMATION; SUPPLEMENTARY READING MATERIALS
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK, FOR GRADES 11 AND 12 AND POST-SECONDARY STUDENTS, TELLS THE STUDENT HOW TO GO ABOUT GETTING A JOB IN THE PETROLEUM INDUSTRY WHICH IS GEARED TO HIS AMBITIONS AND ABILITIES. SEPARATE AREAS AND TYPES OF JOBS DESCRIBED INCLUDE: EXPLORATION, PRODUCTION, REFINING, MARKETING, RESEARCH, ADMINISTRATION, AND SERVICE STATION MANAGEMENT. CAREER-PLANNING INFORMATION IS INCLUDED. (PM)

VT 017 474
BREITHAUPT, HERMAN A.
HOW WE STARTED STUDENTS ON SUCCESSFUL FOODSERVICE CAREERS. CHEF HERMAN'S STORY.

DOCUMENT NOT AVAILABLE FROM EDRS.
1786-09721
CAHNER'S PUBLISHING CO., INC., 221 COLUMBUS AVE., BOSTON, MA 02116
PUB DATE - 72 241P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *OCCUPATIONAL HOME ECONOMICS; INDEPENDENT STUDY; GROUP DISCUSSION; *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE INDUSTRY; SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 10, 11, 12, AND POST-SECONDARY EDUCATION, THIS TEXT FOCUSES ON THE INTER-RELATIONSHIP OF EVENTS AND PHILOSOPHY INVOLVED IN THE ESTABLISHMENT AND SUBSEQUENT DEVELOPMENT OF AMERICA'S FIRST PUBLIC HIGH SCHOOL PROGRAM IN COMMERCIAL FOODS. IT IS INTENDED TO ILLUSTRATE THE EFFECTIVENESS OF SUCH A TRAINING PROGRAM AND THE NEED FOR OBTAINING ADDITIONAL FORMAL TRAINING BEYOND HIGH SCHOOL. THIS BOOK SHOULD BE OF VALUE AND INTEREST TO STUDENTS AND PARENTS OF STUDENTS WHO ARE CONSIDERING CAREERS IN THE COMMERCIAL FOOD

INDUSTRY AND TO INDIVIDUALS AND ORGANIZATIONS WITHIN THE FOODSERVICE/LODGING INDUSTRY. (PM)

VT 017 476
HISERODT, DONALD D.
PSYCHOLOGY AND HUMAN RELATIONS IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-04479
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 69 127P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; *STUDY GUIDES; *MARKETING; *HUMAN RELATIONS; *EMPLOYER EMPLOYEE RELATIONSHIP; EMPLOYEE ATTITUDES; EMPLOYER ATTITUDES; SOCIAL PSYCHOLOGY; ORGANIZATIONS (GROUPS); INFORMAL ORGANIZATIONS
IDENTIFIERS - BEGINNING COMPETENCE; DECISIONS; SELF AWARENESS

ABSTRACT - THIS MANUAL WILL HELP THE DISTRIBUTIVE EDUCATION STUDENT IN GRADES 10 THROUGH 12 TO UNDERSTAND HIMSELF, HIS EMPLOYER, HIS CO-WORKERS, AND HIS CUSTOMERS. THE TEXT, ACTIVITIES, AND PROJECTS ARE DESIGNED TO DEVELOP THE JUDGMENT SKILLS THAT ARE NECESSARY IN THE HUMAN RELATIONS SITUATIONS THE STUDENT WILL ENCOUNTER IN A MARKETING JOB. THE MANUAL EXAMINES HUMAN RELATIONS IN A BUSINESS SETTING AND EMPHASIZES THAT A BUSINESS SETTING REQUIRES DIFFERENT HUMAN RELATIONS SKILLS THAN EVERYDAY PERSONAL CONTACTS DO. THE EMPLOYER-EMPLOYEE RELATIONSHIP IS THOROUGHLY EXAMINED TO CREATE AN AWARENESS OF THE CONTRIBUTIONS OF BOTH THE EMPLOYER AND THE EMPLOYEE TO THE RELATIONSHIP AS WELL AS THE BENEFITS RECEIVED BY EACH. A VARIETY OF ILLUSTRATIONS WERE DEVELOPED SPECIFICALLY FOR THIS MANUAL. (PM)

VT 017 590
WILINSKY, HARRIET
CAREERS AND OPPORTUNITIES IN RETAILING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7297-09003
E.P. DUTTON & CO., INC., 201 PARK AVE., S, NEW YORK, NY 10003
PUB DATE - 70 251P. PMM COLLECTION

DESCRIPTORS - SECONDARY GRADES; VOCATIONAL EDUCATION; *EMPLOYMENT QUALIFICATIONS; *RETAILING; VOCATIONAL DEVELOPMENT; OCCUPATIONAL GUIDANCE; *MARKETING; INDEXES (LOCATERS); *OCCUPATIONAL INFORMATION; BOOKS; RESOURCE MATERIALS; PHOTOGRAPHS; OCCUPATIONAL SURVEYS; *CAREER OPPORTUNITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOK CONTAINS COMPREHENSIVE INFORMATION AND ADVICE ABOUT DEVELOPING A SUCCESSFUL CAREER IN RETAILING. WRITTEN BY THE VICE PRESIDENT OF A LARGE SPECIALTY STORE, THIS BOOK DESCRIBES BOTH THE ADVANTAGES AND DISADVANTAGES OF THIS CAREER, DISCUSSING SUCH TOPICS AS JOB OPPORTUNITIES, VOCATIONAL PREPARATION, AND OCCUPATIONAL REQUIREMENTS. NUMEROUS PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH INCLUDES A PERSONALITY QUIZ, AN INDEX, AND ANECDOTES. THE 12 CHAPTERS COVER THE AREAS OF: (1) MERCHANDIZE, (2) TYPES OF STORES, (3) PUBLICITY, (4) PERSONNEL, (5) FINANCE, (6) OPERATIONS, (7) MANAGEMENT, AND (8) JOB APPLICATION INFORMATION. THE APPENDIXES PROVIDE A LIST OF SMALL BUSINESS ADMINISTRATION FIELD OFFICES AND A LIST OF RESOURCES. (PM)

VT 017 641
WITZKY, HERBERT K.
YOUR CAREER IN HOTELS AND MOTELS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09063
DODD, MEAD AND COMPANY, 79 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 71 202P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *HUMAN SERVICES; SECONDARY GRADES; CAREER PLANNING; BIBLIOGRAPHIES; *HOTELS; TOURISM; EMPLOYMENT OPPORTUNITIES; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - WRITTEN FOR HIGH SCHOOL STUDENTS, THIS BOOK PRESENTS CAREER OPPORTUNITIES IN THE MOTEL AND HOTEL INDUSTRY. THERE ARE SUGGESTIONS ON HOW BEST TO SUCCEED IN CHAPTERS COVERING SUCH TOPICS AS: (1) INNKEEPING--A PROUD PROFESSION AND HERITAGE, (2) THE NEW RISE OF RESORT HOTELS, (3) BEHIND THE SCENES IN GREAT HOTELS, AND (4) ORGANIZATION STEPPINGSTONES TO SUCCESS. SPECIFIC EXAMPLES FROM THE LIVES OF SUCCESSFUL HOTEL-MOTEL PERSONNEL, ALONG WITH THEIR ADVICE FOR ENTERING THE FIELD, ARE INCLUDED. (PM)

VT 017 646
WIGGS, GARLAND D., ED.
CAREER OPPORTUNITIES--MARKETING, BUSINESS, AND OFFICE SPECIALISTS. CAREER OPPORTUNITIES SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08321
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., INC., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 70 392P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL INFORMATION; OCCUPATIONS; EMPLOYMENT OPPORTUNITIES; MARKETING; *BUSINESS; OFFICE OCCUPATIONS; *CAREER OPPORTUNITIES; EMPLOYMENT QUALIFICATIONS; VOCATIONAL COUNSELING; CAREER PLANNING; OCCUPATIONAL GUIDANCE; POST SECONDARY EDUCATION; *SUBPROFESSIONALS; CAREER CHOICE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK EXPLORES THE CAREER OPPORTUNITIES AVAILABLE TO GRADUATES OF 1- OR 2-YEAR POST-SECONDARY MARKETING, BUSINESS, OR OFFICE EDUCATIONAL PROGRAMS. INFORMATION CONTAINED IN OVER 300 JOB DESCRIPTIONS IN 26 FIELDS INCLUDES: (1) TYPE OF WORK, (2) PERSONAL QUALITIES, (3) SECONDARY AND POST SECONDARY EDUCATIONAL REQUIREMENTS, (4) APPLYING FOR A JOB, (5) ENTRY LEVEL JOBS, (6) ADVANCEMENT POSSIBILITIES, (7) LICENSE OR CERTIFICATION, (8) WORKING CONDITIONS, (9) EARNINGS AND BENEFITS, AND (10) FUTURE OCCUPATIONAL OUTLOOK. (PM)

VT 017 752
FRIED, ELEANOR L.
IS THE FASHION BUSINESS YOUR BUSINESS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7234-06826
FAIRCHILD PUBLICATIONS, INC., 7 E. 12 ST., NEW YORK, NY 10003 ($6.95)
PUB DATE - 70 226P. PMM COLLECTION; THIRD EDITION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; INDEPENDENT STUDY; INDIVIDUAL COUNSELING; *CAREER PLANNING; *EMPLOYMENT OPPORTUNITIES; *CLOTHING; *CLOTHING DESIGN
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THE PURPOSE OF THIS BOOK IS TO PROVIDE HIGH SCHOOL STUDENTS WITH INFORMATION ON CAREERS IN THE FASHION BUSINESS. VARIOUS FASHION DISCIPLINES ARE DESCRIBED, INCLUDING DESIGNING, MERCHANDISING, PROMOTION, PUBLISHING, APPAREL PRODUCTION AND MANAGEMENT. FOR EACH FASHION FIELD, A LISTING IS GIVEN OF THE OPPORTUNITIES, THE REQUIREMENTS, AND THE EARNING POSSIBILITIES. AN INDEX AND A BIBLIOGRAPHY ARE ALSO INCLUDED. (PM)

VT 017 753
GRANDFIELD, RAYMOND J.;GOLD, FAYE
WORKING IN A STORE. DISTRIBUTIVE

CAREER SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7234-06829
FAIRCHILD PUBLICATIONS, INC., 7 E.
12 ST., NEW YORK, NY 10003
PUB DATE - 72 122P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; VOCATIONAL EDUCATION; SECONDARY GRADES; *SUPPLEMENTARY READING MATERIALS; *MARKETING; *SALES WORKERS; *SALES OCCUPATIONS; *DISTRIBUTIVE EDUCATION; JOB SKILLS; OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; *EMPLOYMENT SKILLS

ABSTRACT - THIS BOOK, DESIGNED FOR SECONDARY GRADES, IS INTENDED TO GIVE THE STUDENT AN OPPORTUNITY TO EXPLORE SOME OF THE JOBS HE COULD GET IN A STORE. THE JOBS INCLUDED ARE: (1) CASHIER, (2) SALESPERSON, (3) STORE CLERK, AND (4) DISPLAY ASSISTANT. SAMPLE PROBLEMS ARE PROVIDED TO GIVE THE STUDENT SOME IDEA OF THE SKILLS REQUIRED FOR THESE JOBS. (PM)

VT 017 754
GRANDFIELD, RAYMOND J.;GOLD, FAYE
DISTRIBUTION AND DISTRIBUTIVE CAREERS. DISTRIBUTIVE CAREERS SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7234-06828
FAIRCHILD PUBLICATIONS, INC., 7 E.
12 ST., NEW YORK, NY 10003
PUB DATE - 72 96P. PMM
COLLECTION

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL EDUCATION; SECONDARY GRADES; *SUPPLEMENTARY READING MATERIALS; *MARKETING; *DISTRIBUTIVE EDUCATION; *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - INTENDED FOR SECONDARY GRADES, THIS BOOK IS DESIGNED TO HELP STUDENTS UNDERSTAND: (1) HOW BUSINESSES OPERATE IN OUR FREE ENTERPRISE SYSTEM, (2) THE IMPORTANCE OF DISTRIBUTION TO OUR ECONOMY AND TO EACH INDIVIDUAL, (3) HOW THEIR STUDIES IN DISTRIBUTIVE EDUCATION CLASSES WILL HELP THEM TO ACHIEVE THEIR CAREER GOALS, (4) THE KINDS OF JOBS AVAILABLE IN DISTRIBUTION, AND (5) WHICH ABILITIES AND COMPETENCIES ARE NEEDED TO GET THE DISTRIBUTIVE JOBS THEY WANT. (PM)

VT 017 765
HAILES, WILLIAM D., JR.;HUBBARD, RAYMOND T.
SMALL BUSINESS MANAGEMENT. TEXT, TEACHER'S MANUAL AND KEY, AND TEST PACKET. BOOK I.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07248
DELMAR PUBLISHERS, INC.,
MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 65 555P. PMM
COLLECTION

DESCRIPTORS - CAREER OPPORTUNITIES; *BUSINESS EDUCATION; ADMINISTRATIVE PERSONNEL; *BUSINESS ADMINISTRATION; MERCHANDISING; *MANAGEMENT EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEACHING GUIDES; WORKBOOKS; *INSTRUCTIONAL MATERIALS; TESTS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR GRADES 11-14 AND CONSISTS OF A TEXT-WORKBOOK, TEACHING GUIDE, AND TEST PACKET. IT IS A PRACTICAL GUIDE AND AN OUTLINE FOR BOTH THE TEACHER AND THE STUDENT OF SMALL BUSINESS MANAGEMENT AND COVERS 15 MAJOR UNITS WHICH RELATE TO THE SUCCESS IN BUSINESS OWNERSHIP. AN ATTEMPT HAS BEEN MADE TO USE SIMPLIFIED TERMINOLOGY AND EMPHASIZE THE PRACTICAL RATHER THAN THE THEORETICAL VALUES OF ESSENTIAL INFORMATION PRESENTED. (PM)

VT 017 768
HAILES, WILLIAM D., JR.;HUBBARD,

RAYMOND T.
SMALL BUSINESS MANAGEMENT. TEXT, TEACHER'S MANUAL AND KEY, AND TEST PACKET. BOOK II.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07249
DELMAR PUBLISHERS, INC.,
MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 67 417P. PMM
COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; *BUSINESS EDUCATION; ADMINISTRATIVE PERSONNEL; *BUSINESS ADMINISTRATION; MERCHANDISING; *MANAGEMENT EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEACHING GUIDES; WORKBOOKS; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR GRADES 11-14 AND CONSISTS OF A TEXT-WORKBOOK, TEACHING GUIDE, AND TEST PACKET. IT IS A PRACTICAL GUIDE AND AN OUTLINE FOR BOTH THE TEACHER AND THE STUDENT OF SMALL BUSINESS MANAGEMENT AND COVERS 15 MAJOR UNITS WHICH RELATE TO THE SUCCESS IN BUSINESS OWNERSHIP. AN ATTEMPT HAS BEEN MADE TO USE SIMPLIFIED TERMINOLOGY AND EMPHASIZE THE PRACTICAL RATHER THAN THE THEORETICAL VALUES OF ESSENTIAL INFORMATION PRESENTED. (PM)

VT 017 769 ED 069 917
A HANDBOOK OF COOPERATIVE PROGRAMS FOR OKLAHOMA VOCATIONAL AND TECHNICAL EDUCATION.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
EDRS PRICE MF-$0.65 HC-$3.29
OKLAHOMA STATE DEPT. OF VO-TECH EDUC., 1515 W. SIXTH ST., STILLWATER, OKLAHOMA 74074 ($1.00)
PUB DATE - 72 49P.; 1972 REVISION

DESCRIPTORS - *ARTICULATION (PROGRAM); *COOPERATIVE PROGRAMS; HUMANITIES; INSTRUCTOR COORDINATORS; JOB TRAINING; MANUALS; PROGRAM COORDINATION; *PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; SECONDARY GRADES; *STATE PROGRAMS; STUDENT EVALUATION; VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *OKLAHOMA

ABSTRACT - THIS REVISED HANDBOOK DESCRIBES OKLAHOMA'S COOPERATIVE PROGRAMS FOR THE SECONDARY GRADES IN VOCATIONAL EDUCATION, INCLUDING THE FOLLOWING TOPICS: (1) PURPOSES OF VOCATIONAL EDUCATION, (2) THE SIX TYPES OF COOPERATIVE PROGRAMS IN OKLAHOMA, (3) THE ROLE OF TEACHER-COORDINATOR, (4) THE ADVISORY COMMITTEE'S ROLE, (5) REGULATIONS, (6) TRAINING STATIONS, (7) SELECTION OF STUDENTS, (8) STUDENT EVALUATION, (9) YOUTH ORGANIZATIONS FOR COOPERATIVE EDUCATION STUDENTS, (10) COORDINATION OF PROGRAMS, AND (11) LEGAL CONSIDERATIONS. SAMPLE PROGRAM MATERIALS ARE APPENDED. (AG)

VT 017 812
COMMUNICATIONS.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09645
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 176P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; DISTRIBUTIVE EDUCATION; SECONDARY GRADES; *COMMUNICATIONS; POST SECONDARY EDUCATION; INDEPENDENT STUDY; *OCCUPATIONAL GUIDANCE; *SUPPLEMENTARY READING MATERIALS; *COMMUNICATION (THOUGHT TRANSFER); *MASS MEDIA; TEACHERS; AUTHORS; COMMERCIAL ART; INTERPRETERS; FOREIGN DIPLOMATS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - "COMMUNICATIONS" IS A SET OF 46 BRIEFS ON A VARIETY OF JOBS IN THE COMMUNICATIONS FIELD AND MAY BE USED IN GRADES 9 THROUGH 14. JOBS COVERED INCLUDE SALES, TEACHING, RADIO, TELEVISION AND NEWSPAPER REPORTING, INTERPRETERS, HOTEL AND MOTEL CLERKS, ADVERTISING PERSONNEL AND TELEPHONE OPERATORS. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB ANALYSIS, PERSONAL AND EDUCATIONAL REQUIREMENTS AND A LIST OF SOURCES FOR FURTHER READING. (PM)

VT 017 815
AIRLINE STEWARDESS HANDBOOK.

CAREERS RESEARCH, INC., MINNEAPOLIS, MINN.
DOCUMENT NOT AVAILABLE FROM EDRS.
5088-09180
CAREERS RESEARCH, INC., 4725 EXCELSIOR BOULEVARD, MINNEAPOLIS, MINNESOTA 55416 ($3.95)
PUB DATE - 68 160P. PMM COLLECTION

DESCRIPTORS - MANUALS; CAREER EDUCATION; DISTRIBUTIVE EDUCATION; MARKETING; GRADE 11; GRADE 12; *TRANSPORTATION; PERSONAL SERVICES; *STUDY GUIDES; INDIVIDUAL COUNSELING; WORKING WOMEN; *OCCUPATIONAL INFORMATION; SUPPLEMENTARY READING MATERIALS; *VOCATIONAL COUNSELING; DIRECTORIES
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; ATTITUDES APPRECIATIONS; *AIRLINE STEWARDESSES

ABSTRACT - DESIGNED FOR USE BY STUDENTS IN GRADES 11 AND 12, THIS HANDBOOK CONTAINS INFORMATION ON EACH AIRLINE INCLUDING A DESCRIPTION OF BASIC REQUIREMENTS, SPECIAL DESIRABLE QUALITITIES, PAY, FRINGE BENEFITS, VOCATION, LOCATION, AND FLIGHT ROUTES. THE RESULTS OF A SURVEY OF 2,000 STEWARDESSES DESCRIBING PERSONAL LIKES AND DISLIKES, ADVICE, AND EXPERIENCES IN THE PROFESSION ARE INCLUDED, AND SAMPLE APPLICATION BLANKS AND A SELF-SCORING TEST FOR DETERMINING CHANCES OF SUCCESS AS A STEWARDESS ARE PROVIDED. (PM)

VT 017 848
A TEACHER'S GUIDE FOR FREE ENTERPRISE.

COLORADO STATE UNIV., FT. COLLINS. DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01SEP71 43P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; POST SECONDARY EDUCATION; *BUSINESS EDUCATION; *TEACHING GUIDES; BUSINESS EDUCATION TEACHERS; VOCATIONAL EDUCATION; ECONOMIC EDUCATION; *ECONOMICS; CONCEPT TEACHING; GOVERNMENT ROLE; COURSE CONTENT
IDENTIFIERS - ECONOMIC AWARENESS; FREE ENTERPRISE

ABSTRACT - WRITTEN BY SECONDARY SCHOOL AND TECHNICAL INSTITUTE INSTRUCTORS, DEPARTMENT HEADS, AND COORDINATORS AND REVIEWED BY AN ADVISORY COMMITTEE OF SCHOOL SUPERVISORS AND BUSINESSMEN, THIS GUIDE IS PART OF A BUSINESS AND OFFICE EDUCATION CURRICULUM PROJECT DESIGNED FOR POST SECONDARY LEVEL INSTRUCTION. IT CONSISTS OF A 15-LESSON OUTLINE OF CONTENT ACTIVITIES WHICH ARE ORGANIZED BY SPECIFIC ECONOMIC CONCEPTS OF BUSINESS ORGANIZATIONS. INCLUDED IN THE CONTENT IS AN EXAMINATION OF THE COMPARATIVE ROLE OF THE INDIVIDUAL AND THE GOVERNMENT UNDER THE ECONOMIC SYSTEMS OF FREE ENTERPRISE, SOCIALISM, AND FASCISM. CONSIDERATION IS GIVEN TO GOVERNMENT REGULATION OF BUSINESS, RISK BEARING, THE LAW OF SUPPLY AND DEMAND, TYPES OF BUSINESS ORGANIZATIONS, THE PRICE SYSTEM, COMPETITION, MONOPOLY, AND INDIVIDUAL AND LEGAL RIGHTS. SPACE IS PROVIDED ON THE LEFT SIDE OF EACH PAGE FOR TEACHERS TO MAKE NOTES, WRITE IN STUDENT ACTIVITIES, AND ADD MATERIAL THEY THINK IS NECESSARY. (AUTHOR/DL)

VT 017 922
DISTRIBUTIVE EDUCATION SECOND YEAR SERIES. UNIT IV: MARKETING IN OUR ECONOMY II.

FLORIDA STATE DEPT. OF EDUCATION,

TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
STATE OF FLORIDA, DEPARTMENT OF EDUCATION, TALLAHASSEE, FLORIDA 32304
PUB DATE - ND 52P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *STATE CURRICULUM GUIDES; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; *MARKETING; *COURSE CONTENT; TEACHING TECHNIQUES; AUDIOVISUAL AIDS
IDENTIFIERS - ECONOMIC AWARENESS; *FLORIDA

ABSTRACT - THIS CURRICULUM UNIT IS THE FOURTH IN A SERIES OF FIVE UNITS IN THE SECOND YEAR CURRICULUM FOR THE BASIC DISTRIBUTIVE EDUCATION PROGRAM IN FLORIDA'S SECONDARY SCHOOLS. IT IS DESIGNED TO DEVELOP AN UNDERSTANDING OF THE IMPORTANCE OF ECONOMIC GROWTH, THE CAUSES OF ECONOMIC FLUCTUATIONS, THE ROLES OF INTERNATIONAL TRADE IN THE WORLD'S ECONOMY, AND THE APPLICATION OF THE MARKETING CONCEPT IN AGRICULTURAL AND INDUSTRIAL MARKETING IN ACHIEVING OUR ECONOMIC GOALS. CONTENTS OF THE UNIT ARE ORGANIZED INTO THE FOLLOWING CHAPTERS: (1) ECONOMIC GROWTH, (2) FLUCTUATIONS IN NATIONAL INCOME, (3) MARKETING AND THE AMERICAN ECONOMY, (4) MARKETING AND THE SOCIAL PROCESS, (5) THE MARKETING CONCEPT, (6) AGRICULTURAL MARKETING, (7) INDUSTRIAL MARKETING, AND (8) INTERNATIONAL MARKETING. ACCOMPANYING THE UNIT ARE SUGGESTED STUDENT ASSIGNMENTS AND TEACHING TECHNIQUES, A LIST OF REFERENCES AND AUDIOVISUAL AIDS, AND A NUMBER OF OVERLAYS AND TRANSPARENCIES. A RELATED DOCUMENT IS AVAILABLE AS VT 013 112 (AIM VOL.5, NO. 1). (DL)

VT 018 265
KOWALKA, RONALD C.
BUSINESS PRINCIPLES OF LANDSCAPE SERVICE ORGANIZATIONS. STUDENT MANUAL.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-953
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OH. 43210 ($2.50)
PUB DATE - 72 88P.

DESCRIPTORS - *VOCATIONAL EDUCATION; AGRICULTURAL EDUCATION; ORNAMENTAL HORTICULTURE; *LANDSCAPING; *BUSINESS RESPONSIBILITY; *NURSERIES (HORTICULTURE); *MANUALS; ORNAMENTAL HORTICULTURE OCCUPATION; RECORDS (FORMS)

ABSTRACT - PREPARED BY A FORMER TEACHER OF VOCATIONAL HORTICULTURE, THIS INDIVIDUAL STUDENT REFERENCE IS DESIGNED FOR THE STUDENT IN A HORTICULTURE CURRICULUM. SECTION I DESCRIBES THE ORGANIZATION OF A LANDSCAPING BUSINESS AND A JOB DESCRIPTION OF ITS MAJOR EMPLOYEES. SECTION II IS A DESCRIPTION OF A TYPICAL LANDSCAPING JOB FROM START TO FINISH WITH EMPHASIS UPON THE USE AND PREPARATION OF BUSINESS FORMS. THE FORMS INCLUDED ARE EXAMPLES OF THE VARIETY USED BY VARIOUS BUSINESSES WITH EMPHASIS ON THE PURPOSE OF THE FORM. SECTION III IS A PROBLEM WHICH TAKES THE STUDENT THROUGH A LANDSCAPING JOB FROM THE FIRST CUSTOMER CONTACT TO THE FINAL BILLING. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 018 264. (AUTHOR/KH)

VT 018 515 ED 072 197
TOWNE, DOUGLAS C.;WALLACE, SYDNEY
VOCATIONAL INSTRUCTIONAL MATERIALS FOR STUDENTS WITH SPECIAL NEEDS.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF CAREER EDUCATION PROGRAMS.;BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
PUB DATE - AUG72 235P.

DESCRIPTORS - *DISADVANTAGED YOUTH; *HANDICAPPED STUDENTS;

*DIRECTORIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; VISUAL AIDS; FEEDBACK; CITATION INDEXES; INDIVIDUALIZED INSTRUCTION
IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES

ABSTRACT - THIS DIRECTORY OF INSTRUCTIONAL MATERIALS IS DESIGNED FOR USE BY VOCATIONAL EDUCATION TEACHERS OF THE DISADVANTAGED OR HANDICAPPED STUDENT. REPRESENTING A NUMBER OF SOURCES AND A VARIETY OF APPROACHES TO CURRICULAR MATERIALS FOR STUDENTS WITH SPECIAL NEEDS, THIS LISTING COVERS 24 TOPICS, FROM INDIVIDUALIZED CURRICULUMS TO INSTRUCTIONAL SUPPORT SYSTEMS. FEDERALLY FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THE TEXT IS ILLUSTRATED WITH LINE DRAWINGS. EACH INSTRUCTIONAL CATEGORY, SUCH AS OFFICE OCCUPATIONS, IS CROSS-REFERENCED WITH THE DICTIONARY OF OCCUPATIONAL TITLES. INSTRUCTIONS FOR LOCATING MATERIALS UNDER THE APPROPRIATE PROGRAM HEADING, AN EXPLANATION OF THE CODING SYSTEM AND THE METHOD OF ORDERING SELECTED DOCUMENTS FOR PURCHASE FROM THE GOVERNMENT PRINTING OFFICE ARE PROVIDED. FOR EACH DOCUMENT CITATION, THESE NINE AREAS OF INFORMATION ARE GIVEN: (1) TITLE, (2) AUTHOR, (3) CORPORATE AUTHOR, (4) A STATEMENT OF RELEVANT INSTRUCTIONAL AREAS, (5) A BRIEF ANNOTATION OF THE POTENTIAL USE OF THIS MATERIAL, (6) SUBJECT CONTENT, (7) A DESCRIPTION OF THE MATERIALS, (8) THE INSTRUCTIONAL MEDIA, AND (9) THE SOURCE OF THE DOCUMENT. AN EVALUATION FORM IS INCLUDED FOR TEACHER FEEDBACK. (AG)

VT 018 896 ED 073 275
DEVELOPING DISTRIBUTIVE EDUCATION PROGRAMS: A MANUAL FOR SCHOOL ADMINISTRATORS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DISTRIBUTIVE EDUCATION UNIT.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903, ($.50)
PUB DATE - 71 30P.

DESCRIPTORS - *MANUALS; *PROGRAM GUIDES; *DISTRIBUTIVE EDUCATION; *PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; PROGRAM COORDINATION; *STANDARDS; ADMINISTRATOR ROLE
IDENTIFIERS - *NEW JERSEY

ABSTRACT - THIS MANUAL WAS DESIGNED FOR USE BY SCHOOL ADMINISTRATORS IN DEVELOPING AND/OR IMPROVING THE QUALITY OF DISTRIBUTIVE EDUCATION PROGRAMS BEING IMPLEMENTED IN SCHOOLS. SET FORTH IN IT ARE CRITERIA FOR INSURING SUCCESS OF PROGRAMS, AS WELL AS CHECKLISTS FOR ASSESSING THEIR MERIT. APPENDIXES OUTLINING THE FUNCTIONS AND DUTIES OF COORDINATORS, CURRICULUM STRUCTURE, THE STATE UNIT'S RESPONSIBILITY, AND A CHECKLIST FOR PROGRAM VISITATION ARE INCLUDED. (SN)

VT 019 489
ELZERMAN, A.W.
A DEFINITIVE STUDY OF YOUR FUTURE IN SALESMANSHIP AND SALES MANAGEMENT. CAREERS IN DEPTH SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
RICHARDS ROSEN PRESS, INC., 29 EAST 21ST STREET, NEW YORK CITY, NY 10010
PUB DATE - 73 111P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *SALESMANSHIP; *MANAGEMENT; *RESOURCE MATERIALS; *SALES OCCUPATIONS; CAREER PLANNING; OCCUPATIONAL GUIDANCE
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS BOOK GIVES INFORMATION AND GUIDANCE TO THOSE INTERESTED IN SALES OCCUPATIONS. CONTENTS OF THE TEXT ARE PRESENTED IN TWELVE CHAPTERS: (1) THE ERA OF THE SALESMAN, (2) WHAT ARE THE QUALIFICATIONS, (3) WHAT IS IT WORTH TO BE A SALESMAN, (4) WHERE DOES A SALESMAN GO FROM THERE, (5) WHAT DOES IT TAKE TO SUCCEED, (6) WORKING UP THE SALES LADDER, (7) WOMEN IN SALES, (8) IS SELLING FOR YOU, (9) GETTING READY FOR SALES: A CHECKLIST, (10) GROW BY LEARNING, (11) WELCOME TO THE CLUB, AND (12) WHAT A SALESMAN BELIEVES IN. (DL)

VT 019 526
CHAPMAN, ELWOOD N.
YOUR ATTITUDE IS SHOWING: A PRIMER ON HUMAN RELATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
SCIENCE RESEARCH ASSOCIATES, CHICAGO, ILLINOIS 60611 ($3.95)
PUB DATE - 72 215P.

DESCRIPTORS - *HUMAN RELATIONS; *VOCATIONAL ADJUSTMENT; OCCUPATIONAL GUIDANCE; *CASE STUDIES; EMPLOYMENT PROBLEMS; VISUAL AIDS; *WORK ATTITUDES; ANSWER KEYS; PRODUCTIVITY; *INTERPERSONAL COMPETENCE; PROBLEM SOLVING

ABSTRACT - THIS REVISED EDITION OF A BASIC PRIMER IN HUMAN RELATIONS FOR JOB SITUATIONS WILL PROVE USEFUL BOTH AS A TRAINING TOOL AND AS A REFERENCE. IN ORDER TO PROMOTE POSITIVE ATTITUDES, ESPECIALLY FOR STUDENTS STARTING OUT IN THE WORLD OF WORK, VARIOUS TOPICS ARE DISCUSSED, ILLUSTRATED BY MEANS OF 20 CASE PROBLEMS. OFFERING SUGGESTED ANSWERS FOR THESE EMPLOYMENT PROBLEMS, THIS TEXT PROVIDES VALUABLE SUGGESTIONS IN SUCH AREAS AS IMPROVING PRODUCTIVITY, INTERPERSONAL RELATIONSHIPS, HOW TO SUCCEED ON THE JOB, AND COMMON MISTAKES TO AVIOD. CARTOONS ARE INCLUDED WITH EACH CHAPTER. THIS DOCUMENT IS RELATED TO AN ASSIGNMENT MANUAL AND ANSWER BOOK AVAILABLE AS VT 019 527, IN THIS ISSUE. (AG)

VT 019 527
ROBERTSON, JACK F.
YOUR ATTITUDE IS SHOWING, ASSIGNMENT MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (MANUAL $1.00; ANSWER BOOK $1.50)
PUB DATE - 72 58P. SECOND EDITION, REVISED, 1972

DESCRIPTORS - HUMAN RELATIONS; VOCATIONAL ADJUSTMENT; INSTRUCTIONAL MATERIALS; *ASSIGNMENTS; *MANUALS; WORK ATTITUDES; *INTERPERSONAL COMPETENCE; PROBLEM SOLVING; EMPLOYMENT PROBLEMS; *ATTITUDES; BEHAVIOR DEVELOPMENT; *WORKBOOKS

ABSTRACT - A COMPLEMENT TO THE TEXT, "YOUR ATTITUDE IS SHOWING," THIS ASSIGNMENT MANUAL IS AN ATTEMPT TO INDIVIDUALIZE INSTRUCTION IN HUMAN RELATIONS AND ATTITUDE DEVELOPMENT. COMPOSED OF STUDY QUESTIONS AND AN ANSWER BOOK, THE MANUAL CONTAINS NUMBERED ASSIGNMENTS TITLED TO CORRESPOND WITH TOPICS AND PROJECTS IN THE TEXT WHICH ALLOW THE STUDENT THE EXERCISE OF SELF EXPRESSION AND CREATIVITY. THE RELATED DOCUMENT IS AVAILABLE AS VT 019 526, IN THIS ISSUE. (SN)

VT 019 535 ED 074 250
BUILDING MATERIALS TECHNOLOGY AND SELLING, A DISTRIBUTIVE EDUCATION MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.
LUMBERMEN'S ASSOCIATION OF TEXAS, AUSTIN.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (MANUAL $21.95; ANSWER BOOK $3.95)
PUB DATE - 72 608P.

DESCRIPTORS - *MANUALS; ANSWER KEYS; GLOSSARIES; BEHAVIORAL OBJECTIVES; MARKETING; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; OCCUPATIONAL INFORMATION; *CONSTRUCTION INDUSTRY; BUILDING TRADES; ON THE JOB TRAINING; *INDUSTRIAL TECHNOLOGY; *BUILDING MATERIALS; STUDENT PROJECTS; TEACHING PROCEDURES; VISUAL AIDS

ABSTRACT - THIS MANUAL ON CURRENT BUILDING MATERIALS TECHNOLOGY AND SELLING, TOGETHER WITH A SEPARATE ANSWER KEY FOR THE SELF-STUDY ASSIGNMENTS, CONTAINS DETAILED PRODUCT INFORMATION PURCHASED FROM THE RETAIL LUMBER DEALERS FOUNDATION OF ROCHESTER, NEW YORK, TEACHING GUIDELINES, BEHAVIORAL OBJECTIVES, AND OCCUPATIONAL INFORMATION. DEVELOPED BY MEANS OF A GRANT-IN-AID FOR A RESEARCH PROJECT, THIS MANUAL IS INTENDED FOR ON-THE-JOB TRAINING OF DISTRIBUTIVE EDUCATION STUDENTS, THE BUILDING MATERIALS EMPLOYEE, AND FOR PROFESSIONAL BUILDING MATERIALS AND HOME IMPROVEMENT SALESMEN. A WIDE RANGE OF STUDY ASSIGNMENTS, INTENDED FOR USE WITH A RELATED DOCUMENT ON HOME IMPROVEMENT SELLING (AVAILABLE AS VT 019 536 IN THIS ISSUE), INCLUDES QUESTIONS FOR STUDENTS, STUDENT PROJECTS, AND LISTS OF REQUIRED REFERENCES. SEVERAL VISUAL AIDS ILLUSTRATE THE TEXT, WHICH WITH THE ANSWER KEY, IS 3-HOLE PUNCHED FOR EASY INSERTION OR REMOVAL OF PAGES. COVERING SUBJECTS RANGING FROM LUMBER TO CEMENT, EACH TOPICAL UNIT INCLUDES TERM DEFINITIONS AND WORKSHEETS. (AG)

VT 019 536 ED 074 251
BATIS, HARRY P.
HOME IMPROVEMENT SELLING, A DISTRIBUTIVE EDUCATION MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.
NATIONAL HOME IMPROVEMENT COUNCIL, INC., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (MANUAL $11.50; ANSWER BOOK $2.00)
PUB DATE - 72 335P.

DESCRIPTORS - BUSINESS EDUCATION; *MANUALS; ANSWER KEYS; GLOSSARIES; BEHAVIORAL OBJECTIVES; *DISTRIBUTIVE EDUCATION; MARKETING; SECONDARY GRADES; POST SECONDARY EDUCATION; BIBLIOGRAPHIES; STUDENT PROJECTS; *HOUSING INDUSTRY; VISUAL AIDS; *BUILDING IMPROVEMENT; FACILITY EXPANSION; VOCATIONAL DEVELOPMENT; *INDUSTRIAL TRAINING
IDENTIFIERS - *HOME IMPROVEMENT

ABSTRACT - THIS DISTRIBUTIVE EDUCATION MANUAL ON HOME IMPROVEMENT SELLING, TOGETHER WITH A SEPARATE ANSWER KEY FOR STUDY QUESTIONS INCLUDED IN EACH OF THE 24 CHAPTERS, CONTAINS DETAILED INSTRUCTIONAL UNITS WITH PROJECT ASSIGNMENTS, BEHAVIORAL OBJECTIVES, TEACHING GUIDELINES, A GLOSSARY, AND A BIBLIOGRAPHY. DEVELOPED BY MEMBERS OF THE NATIONAL HOME IMPROVEMENT COUNCIL AS PART OF A WHOLESALE SELLING AND MANAGEMENT PROJECT, THIS MANUAL IS INTENDED FOR USE IN TRAINING DISTRIBUTIVE EDUCATION AND MARKETING STUDENTS AT THE HIGH SCHOOL AND COMMUNITY COLLEGE LEVELS AS WELL AS IN TRAINING NEW AND EXPERIENCED SALESMEN. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH, WITH THE ANSWER BOOK, IS 3-HOLE PUNCHED FOR EASY INSERTION OR REMOVAL OF PAGES. COVERING SUBJECTS RANGING FROM CUSTOMER BEHAVIOR TO COST ESTIMATING, THIS DOCUMENT IS RELATED TO A MANUAL ON BUILDING MATERIALS TECHNOLOGY AND SELLING, AVAILABLE AS VT 019 535 IN THIS ISSUE. (AG)

VT 020 009 ED 075 648
INTRODUCING THE SMALL BUSINESS MANAGEMENT COURSE.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 73 29P.

DESCRIPTORS - COURSE DESCRIPTIONS; PROGRAM COSTS; PROGRAM GUIDES; *AMERICAN INDIANS; EDUCATIONAL PROGRAMS; BUSINESS ADMINISTRATION; ADMINISTRATIVE PERSONNEL; *MANAGEMENT EDUCATION; *MANAGEMENT; *BUSINESS SKILLS; *BUSINESS; MANPOWER DEVELOPMENT
IDENTIFIERS - CANADA

ABSTRACT - CANADIAN INDIANS FACE THE THREAT OF A LOSS OF THEIR ONCE RICH RESOURCES OF FISH, FUR, AND

GAME AS UNDEVELOPED LANDS ARE FILLING WITH TOURISTS AND NEW POPULATIONS. PUBLIC AWARENESS OF THIS SOCIAL PROBLEM HAS PRODUCED GOVERNMENTAL LOANS AND GRANTS FOR BUSINESS UNDERTAKINGS WHICH REQUIRE SOME TRAINING OF RECIPIENTS TO MAKE PRODUCTIVE USE OF THE AVAILABLE FINANCIAL AID. DESIGNED TO ASSIST PEOPLE OF INDIAN ANCESTRY WHO ARE INTERESTED IN PREPARING FOR JOBS AS OWNER-MANAGERS OF THEIR OWN BUSINESSES OR FOR MANAGEMENT POSITIONS WITH BUSINESSES OWNED BY THEIR BAND COUNCILS, COOPERATIVE AND OTHERS, THIS BROCHURE CONTAINS THE RATIONALE, CONTENT AND INSTRUCTIONAL METHODOLOGY UTILIZED IN A MANAGEMENT COURSE FOR SMALL BUSINESSMEN WHICH WAS DEVELOPED BY THE TRAINING RESEARCH AND DEVELOPMENT STATION. SUBJECT AREAS COVERED INCLUDE: (1) MANAGEMENT PROCESS, (2) MARKETING, (3) FINANCE, ACCOUNTING AND BOOKKEEPING, (4) PERSONNEL MANAGEMENT, (5) BUSINESS LAW, (6) PERSONAL FINANCE, (7) BUSINESS COMMUNICATION, (8) PRODUCTION MANAGEMENT, AND (9) OFFICE PROCEDURES. (AUTHOR/SN)

VT 100 007
THE PROJECT PLAN FOR DISTRIBUTIVE EDUCATION PROGRAMS IN FLORIDA'S HIGH SCHOOLS.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
BULL-74H-6-REV
GAIL TRAPNELL, DISTRIBUTIVE EDUCATION, STATE OF FLORIDA, DEPARTMENT OF EDUCATION, TALLAHASSEE, FLORIDA 32304
PUB DATE - SEP71 59P. REVISED EDITION

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAM DEVELOPMENT; *PROJECT TRAINING METHODS; *VOCATIONAL EDUCATION; CURRICULUM DEVELOPMENT; PROGRAM DESCRIPTIONS; SECONDARY GRADES; TEACHING TECHNIQUES
IDENTIFIERS - *FLORIDA; CAREER AWARENESS

ABSTRACT - THIS PUBLICATION HAS BEEN PREPARED TO ASSIST ADMINISTRATORS AND DISTRIBUTIVE EDUCATION PERSONNEL IN SUCCESSFULLY ESTABLISHING AND OPERATING DISTRIBUTIVE EDUCATION PROGRAMS THROUGH UTILIZING THE PROJECT PLAN OF INSTRUCTION IN THE FLORIDA HIGH SCHOOLS. THE DOCUMENT OUTLINES THE PHILOSOPHY AND OBJECTIVES OF THE PROJECT PLAN, STATING THAT THE ESSENCE OF THE PLAN IS THAT IT ENCOURAGES VOCATIONALLY-CENTERED LEARNING. A DESCRIPTION WITHIN THE DOCUMENT OF CURRICULUMS AT DIFFERENT LEVELS FOR DISTRIBUTIVE EDUCATION PROGRAMS ALSO INCLUDES AN OUTLINE OF PRINCIPLES FOR THE DEVELOPMENT OF A PROJECT PLAN CURRICULUM, A RESUME OF OCCUPATIONAL COMPETENCIES REQUIRED FOR DISTRIBUTIVE EMPLOYMENT, AN EXPLANATION OF THE PROJECT METHOD AND TECHNIQUES OF INSTRUCTION, AND A LIST OF DISTRIBUTIVE EDUCATION CLUBS OF AMERICA. ORGANIZATIONAL PLANS FOR DISTRIBUTIVE EDUCATION PROGRAMS, PROCEDURES FOR DEVELOPING A PROJECT PLAN PROGRAM, AND A DESCRIPTION OF ADVISORY COMMITTEES, PROGRAM PERSONNEL, AND FACILITIES ARE INCLUDED. AN APPENDIX PROVIDES A GLOSSARY, BIBLIOGRAPHY, AND SEVERAL USEFUL FORMS. (DL)

VT 100 008
DISTRIBUTIVE EDUCATION PROGRAMS IN FLORIDA'S JUNIOR COLLEGES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
BULL-74H-7-REV
GAIL TRAPNELL, DISTRIBUTIVE EDUCATION, STATE OF FLORIDA, DEPARTMENT OF EDUCATION, TALLAHASSEE, FLORIDA
PUB DATE - MAY71 71P. REVISED EDITION

DESCRIPTORS - POST SECONDARY EDUCATION; *PROGRAM GUIDES; *DISTRIBUTIVE EDUCATION; JUNIOR COLLEGES; *MARKETING; *PROGRAM DESCRIPTIONS; *PROGRAM ADMINISTRATION; ADMINISTRATOR

GUIDES
IDENTIFIERS - FLORIDA

ABSTRACT - THIS GUIDE DEVELOPED UNDER THE DIRECTION OF A CURRICULUM SPECIALIST IN DISTRIBUTIVE EDUCATION, IS OFFERED TO ASSIST JUNIOR COLLEGE PRESIDENTS, CHAIRMEN OF BUSINESS ADMINISTRATION DEPARTMENTS, AND TEACHER-COORDINATORS WHO ARE CONNECTED WITH DISTRIBUTIVE EDUCATION PROGRAMS IN JUNIOR COLLEGES IN ORGANIZING AND ADMINISTERING THEIR PROGRAMS. THE GUIDE DESCRIBES THE TYPES OF DISTRIBUTIVE EDUCATION PROGRAMS, ADMISSION REQUIREMENTS, SELECTION OF STUDENTS TO THESE PROGRAMS, AND THE BASIC COMPONENTS OF A MID-MANAGEMENT PROGRAM. IT EXPLAINS VARIOUS ADMINISTRATIVE POLICIES AND PROCEDURES ESSENTIAL TO AN EFFECTIVE DISTRIBUTIVE EDUCATION DEPARTMENT WITHIN THE FOLLOWING TOPICS: (1) STAFF, (2) ADVISORY COMMITTEES, (3) FACILITIES, (4) CO-CURRICULAR ACTIVITIES, (5) PROGRAM PROMOTION, AND (6) EVALUATION, AN APPENDIX CONTAINS SAMPLE FORMS, RECORDS, AND PROGRAMS. (DL)

VT 100 017
SHANNON, THEODORE
TAKING CARE OF YOURSELF.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-900/65-AWE-8
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2130 FYFFE ROAD, COLUMBUS, OH 43210 ($.30)
PUB DATE - 72 28P.

DESCRIPTORS - *HYGIENE; MEDICAL SERVICES; CLOTHING; *UNITS OF STUDY (SUBJECT FIELDS); *STUDY GUIDES; SECONDARY GRADES; *VOCATIONAL EDUCATION

ABSTRACT - THIS PERSONAL GROOMING UNIT FOR HIGH SCHOOL STUDENTS PRESENTS SUGGESTIONS FOR BASIC HYGIENE, CLOTHING, AND GOOD HEALTH. DESIGNED MAINLY TO HELP VOCATIONAL STUDENTS LOOK AND FEEL THEIR BEST ON THE JOB, THE BOOKLET COVERS SUCH GROOMING AREAS AS BATHING, HAIR CARE, COMPLEXION PROBLEMS, DENTAL CARE, PROPER DIET, CARE OF CLOTHING, AND SHAVING. THE IMPORTANCE OF GOOD PREVENTIVE HEALTH PRACTICES AND REGULAR MEDICAL VISITS IS STRESSED. SAMPLE HEALTH REGISTRATION FORMS ARE INCLUDED TO SERVE AS TEST-CHECKLISTS FOR THE STUDENT. THIS UNIT COULD BE IMPLEMENTED BY RESOURCE PERSONS SUCH AS THE HEALTH TEACHER, THE SCHOOL NURSE, FASHION PLANNERS, AND PERSONS IN THE MEDICAL FIELD. (KH)

VT 100 044
STEVENSON, BRIAN
INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION.

GLASSBORO BOUROUGH BOARD OF EDUCATION, N.J.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, N.J. 80903 ($.50)
PUB DATE - JUL72 87P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; *RESOURCE MATERIALS; FILMS; AUDIOVISUAL AIDS; *BUSINESS SUBJECTS
IDENTIFIERS - EDUCATIONAL AWARENESS; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

ABSTRACT - THIS TEXT OF INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION IS DESIGNED TO ASSIST TEACHERS IN VOCATIONAL-TECHNICAL EDUCATION AND TO BEGIN OR ENHANCE A RESOURCE FILE FOR STUDENTS. THE BOOKLET DESCRIBES HOW ERIC PRODUCTS ARE USED, GIVES MICROFICHE TITLES AND NUMBERS FOR SOME PUBLICATIONS IN DISTRIBUTIVE EDUCATION, PROVIDES OTHER SOURCES OF INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION, LISTS SUBJECT PRESENTATIONS IN THE SMALL BUSINESS MANAGEMENT DEVELOPMENT

PROGRAM, GIVES FILMS SOURCES AND CATALOGS AND A SUGGESTED EQUIPMENT LIST. THE BODY OF THE BOOKLET PRESENTS AN EXTENDED LIST OF FREE AND INEXPENSIVE MATERIALS FOR DISTRIBUTIVE EDUCATION. ADDRESSES WHERE THE MATERIALS CAN BE OBTAINED ARE PROVIDED. (DL)

VT 100 064
BOYD, ERNEST; MINGA, DINETIZA
VOCATIONAL MUSIC: SALESMAN: BRASSWIND, PERCUSSION, STRINGED AND WOODWIND INSTRUMENTS.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 104P.

DESCRIPTORS - *MUSICAL INSTRUMENTS; *SALESMANSHIP; *TEACHING GUIDES; *VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES; COURSE CONTENT; JOB TRAINING; RESOURCE MATERIAL; SECONDARY GRADES; TEACHER EVALUATION; TEACHING PROCEDURES; WORKSHEETS
IDENTIFIERS - EMPLOYMENT SKILLS; BEGINNING COMPETENCE

ABSTRACT - THIS TEACHING GUIDE IS DESIGNED FOR THE TRAINING OF SECONDARY LEVEL STUDENTS AS SALESMEN OF BRASSWIND, PERCUSSION, STRINGED, AND WOODWIND INSTRUMENTS. THE GUIDE CONTAINS A PREREQUISITE TEST, A LIST OF JOB OBJECTIVES, TASK-DETAILING SHEETS AND A SERIES OF UNIT PLANS. UNITS CONTAINED IN THE SERIES INCLUDE THE FOLLOWING: (1) MECHANISM FUNCTIONS AND CARE OF INSTRUMENTS, (2) QUALITY OF TONE AND VARIATIONS IN MUSICAL INSTRUMENTS, (3) DIAGNOSING MALFUNCTIONS OF BRASSWIND, PERCUSSION, STRINGED, AND WOODWIND INSTRUMENTS, (4) SOLICITING BUSINESS OF LOCAL MUSICAL GROUPS, (5) SELLING MUSICAL ACCESSORIES AND EQUIPMENT, (6) DISPLAYING AND ADVERTISING MERCHANDISE. EACH UNIT HAS STUDY SHEETS AND STUDY QUESTIONS, A PRE- AND POST-TEST AND A TEACHER EVALUATION SHEET. (DL)

VT 100 080
EXCERPTS FROM CALIFORNIA BUSINESS EDUCATION PROGRAM GUIDE FOR DISTRIBUTIVE AND OFFICE OCCUPATIONS.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 20P.

DESCRIPTORS - *BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *MODELS; *OFFICE OCCUPATIONS EDUCATION; *TEACHING GUIDES; ADULT EDUCATION; OCCUPATIONAL INFORMATION; OFFICE OCCUPATIONS; PROGRAM GUIDES; SECONDARY GRADES
IDENTIFIERS - *CALIFORNIA; CAREER AWARENESS

ABSTRACT - TO ASSIST DISTRIBUTIVE AND OFFICE EDUCATION TEACHERS OF SECONDARY AND ADULT STUDENTS IN REAPPRAISING AND UPDATING THE BUSINESS EDUCATION CURRICULUM, THE CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUREAU OF BUSINESS EDUCATION, SPONSORED A TASK FORCE TO DEVELOP GUIDELINES FOR A UNIFIED TRAINING PROGRAM WHICH WOULD PROVIDE STUDENTS WITH ENTRY-LEVEL JOB COMPETENCIES COMPATIBLE WITH THE NEEDS OF EMPLOYERS. THE PROGRAM INCLUDES STUDENT-ORIENTED PERFORMANCE OBJECTIVES, A NUMBER OF ALTERNATIVE APPROACHES TO INSTRUCTION, AND IDENTIFICATION OF APPROPRIATE STUDENT MATERIALS FOR THE FOLLOWING: (1) COMPETENCIES COMMON TO BOTH DISTRIBUTIVE AND OFFICE OCCUPATIONS, (2) A DISTRIBUTIVE CORE AND AN OFFICE CORE OF COMPETENCIES, AND (3) SPECIALTY COMPETENCIES FOR SELECTED ENTRY-LEVEL DISTRIBUTIVE AND OFFICE POSITIONS. SEVEN OCCUPATIONS WERE CHOSEN FOR THIS STUDY: SALESPERSON, GENERAL, CHECKER-CASHIER, SERVICE STATION ATTENDANT, WAITER-WAITRESS, GENERAL OFFICE CLERK, CLERK-TYPIST, AND STENOGRAPHER. AN INVESTIGATION OF TASK ANALYSIS STUDIES WAS USED TO DETERMINE THOSE COMPETENCIES NEEDED BY ENTRY-LEVEL EMPLOYEES IN THE PERFORMANCE OF THEIR WORK. A MODEL WAS PREPARED TO GIVE AN OVERVIEW OF THE CALIFORNIA BUSINESS CAREER EDUCATION PROGRAM.

(AUTHOR/DL)

VT 100 090
GIRANDOLA, RUDOLPH J., ED.
PRACTICAL PUBLIC RELATIONS PROGRAMS TO PROMOTE VOCATIONAL EDUCATION IN YOUR SCHOOL DISTRICT.

NEW JERSEY STATE ADVISORY COUNCIL ON VOCATIONAL EDUCATION, TRENTON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 16P.

DESCRIPTORS - *MASS MEDIA; *PUBLIC RELATIONS; *PUBLICIZE; INFORMATION DISSEMINATION; MODELS; SCHOOL DISTRICTS; VOCATIONAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - TO HELP GAIN PUBLIC ACCEPTANCE AND SUPPORT FOR VOCATIONAL EDUCATION PROGRAMS, THIS PUBLIC INFORMATION MODEL FOR LOCAL SCHOOL DISTRICTS IN NEW JERSEY WAS PREPARED TO PROVIDE THE LOCAL DISTRICT WITH A PRACTICAL PUBLIC INFORMATION PROGRAM. COST FACTORS ASSOCIATED WITH EACH SUGGESTED COMPONENT OF THE MODEL ARE GIVEN SO THAT A SCHOOL DISTRICT MAY SELECT COMPONENTS ACCORDING TO ITS FINANCIAL CAPABILITY. TECHNIQUES DISCUSSED INCLUDE MONTHLY PUBLICATIONS, NEWS RELEASES, PHOTOGRAPHS, RADIO AND TELEVISION PROMOTION, SLIDES, FILMS, VIDEO TAPES, PRINTED MATERIALS, A SPEAKERS' BUREAU, DISPLAYS, AND SCHOOL VISITATION PROGRAMS. (MF)

VT 100 137
SCHOONMAKER, ALAN N.
EXECUTIVE CAREER STRATEGY.

AMERICAN MANAGEMENT ASSN., 135 W. 50 ST., NEW YORK, NY 10020
PUB DATE - 71 214P.

DESCRIPTORS - *CAREER EDUCATION; GUIDES; *CAREER PLANNING; OCCUPATIONAL GUIDANCE; *VOCATIONAL DEVELOPMENT; *CAREER CHANGE
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS BOOK IS TO PROVIDE BETTER SOLUTIONS TO CAREER PROBLEMS WHICH FACE MODERN EXECUTIVES - WHETHER THE PROBLEM IS UNEMPLOYMENT, OBSOLESCENCE, OR VAGUE DISSATISFACTIONS. INSTEAD OF SUPPLYING SIMPLE RULES FOR REACHING THE TOP OF THE EXECUTIVE PYRAMID, THIS BOOK EXPLAINS HOW TO PLAN A CAREER SO THAT AN EXECUTIVE GETS WHAT HE REALLY WANTS. IT PROVIDES CONCRETE, PRACTICAL ADVICE THAT CAN ENABLE ONE TO UNDERSTAND AND REACH HIS CAREER GOALS. CONTENTS OF THE BOOK ARE ORGANIZED INTO THE FOLLOWING CHAPTERS: (1) INTRODUCTION TO CAREER PLANNING, (2) ANALYZING YOUR GOALS, (3) ANALYZING YOUR ASSETS AND LIABILITIES, (4) ANALYZING YOUR OPPORTUNITIES, (5) PLAYING POLITICS, (6) PLANNING YOUR CAREER, (7) CHANGING JOBS, (8) APPROACHING THE MARKET, (9) CONDUCTING THE INTERVIEW, AND (10) EVALUATING OFFERS. (AUTHOR/DL)

VT 100 140
CAREER DECISIONS: FINDING, GETTING, AND KEEPING A JOB. (FILMSTRIPS, STUDENT WORKSHEETS, TRANSPARENCIES OF JOB RESPONSIBILITIES, JOB DESCRIPTIONS AND APPLICATIONS, TEACHER'S GUIDE, AND PHONODISC).

PENNEY (J.C.) CO., INC., NEW YORK, N.Y. EDUCATIONAL AND CONSUMER RELATIONS DEPT.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
EDUCATIONAL AND CONSUMER RELATIONS DEPT. OF THE J.C. PENNEY CO. INC., 1301 AVENUE OF THE AMERICAS, NEW YORK, NEW YORK 10019
PUB DATE - 71 67P.

DESCRIPTORS - *CAREER CHOICE; WORKSHEETS; *DECISION MAKING; VOCATIONAL DEVELOPMENT; CAREER EDUCATION; VOCATIONAL INTERESTS; *TEACHING GUIDES; *RESOURCE UNITS; *AUDIOVISUAL AIDS; HUMANITIES; BEHAVIORAL OBJECTIVES; OCCUPATIONAL INFORMATION; SELF CONCEPT; JOB APPLICATION; EMPLOYEE RESPONSIBILITY
IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER AWARENESS; SELF AWARENESS; *VOCATIONAL MATURITY

ABSTRACT - THIS RESOURCE UNIT IS INTENDED TO MAKE THE USER AWARE OF THE NUMEROUS INFLUENCES UPON VOCATIONAL CHOICE, LEADING TO THE UNDERSTANDING THAT VOCATIONAL MATURATION IS BASED UPON SELF-AWARENESS, ADEQUATE JOB INFORMATION, AND A KNOWLEDGE OF POSSIBLE EMPLOYMENT OPPORTUNITIES. A TEACHING GUIDE WITH BEHAVIORAL OBJECTIVES IS INCLUDED, FOR USE WITH STUDENT WORKSHEETS, TRANSPARENCIES OF JOB RESPONSIBILITIES, AND JOB DESCRIPTIONS AND APPLICATIONS, PRESENTED IN THREE SEPARATE LOOSE-LEAF FOLDERS. A PHONODISC AND FILMSTRIPS ARE PROVIDED FOR USE WITH THESE MATERIALS. TEACHING SUGGESTIONS, RESOURCE LISTS, AND AUDIOVISUAL COMMENTARIES ARE GIVEN IN THE TEACHING GUIDE. (AG)

VT 100 201
GUIDELINES FOR COOPERATING TEACHERS AND STUDENT TEACHERS OF DISTRIBUTIVE EDUCATION.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 42P.

DESCRIPTORS - *COOPERATING TEACHERS; *DISTRIBUTIVE EDUCATION TEACHERS; *STUDENT TEACHERS; *TEACHER EDUCATION CURRICULUM; *VOCATIONAL DEVELOPMENT; COOPERATIVE EDUCATION; DISTRIBUTIVE EDUCATION; LEARNING ACTIVITIES; LEARNING EXPERIENCE
IDENTIFIERS - *DELAWARE STATE COLLEGE

ABSTRACT - THIS SET OF GUIDELINES IS DESIGNED FOR THE COOPERATING TEACHER IN THE STUDENT TEACHING PART OF THE CURRICULUM FOR DISTRIBUTIVE EDUCATION TEACHERS. VARIOUS ACTIVITIES AND EXPERIENCES TO WHICH THE STUDENT TEACHER NEEDS EXPOSURE ARE PRESENTED FOR THE COOPERATING TEACHER TO USE IN GUIDING THE STUDENT'S CAREER DEVELOPMENT. IN ORDER FOR THE STUDENT TEACHER TO APPLY CONCEPTS ALREADY LEARNED IN THE COURSE WORK, TO COUNSEL STUDENTS, TO PLAN LEARNING ACTIVITIES, ASSIST IN THE PUBLIC RELATIONS PROGRAM OF THE PUBLIC SCHOOL, AND TO DIRECT STUDENTS IN THEIR CLUB ACTIVITIES, THE GUIDELINES ARE ORGANIZED BY THE CORRESPONDING CHAPTER HEADINGS. THE APPENDIX CONTAINS 13 FORMS USED IN THE STUDENT TEACHING PROGRAM AT DELAWARE STATE COLLEGE. (MU)

VT 100 215
SHERLINE, RENEE C.
HANDBOOK FOR COOPERATIVE EDUCATION COORDINATORS. PART 1, HANDBOOK, AND PART 2, EXHIBITS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF COOPERATIVE EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 95P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *COORDINATORS; *EDUCATIONAL POLICY; *VOCATIONAL EDUCATION; *WORK STUDY PROGRAMS; ADMINISTRATION; EDUCATIONAL PROGRAMS; MANUALS; PART TIME JOBS
IDENTIFIERS - *NEW YORK CITY SCHOOL SYSTEM

ABSTRACT - THIS MANUAL DESCRIBES THE REGULATIONS GOVERNING THE PRACTICES AND PROCEDURES OF COOPERATIVE EDUCATION IN THE NEW YORK CITY SCHOOL SYSTEM FOR THE BENEFIT OF THE COORDINATOR OF COOPERATIVE EDUCATION IN ANY ONE OF THE SCHOOLS IN THE SYSTEM. PRESENT PROCEDURES AND THOSE CONCERNING PLACEMENT OF STUDENTS ARE DESCRIBED. VARIOUS PART-TIME PROGRAMS OFFERED ARE DEFINED BY THE POLICIES GOVERNING THEM: ALTERNATING WORK AND CLASSES ON A 1-WEEK, 2-WEEK, 3-WEEK, 4-WEEK, AND DAILY BASIS. THE SCHOOLS PARTICIPATING IN THE COOPERATIVE PROGRAM ARE LISTED. THE FOLLOWING PROGRAMS ARE DISCUSSED IN DETAIL: (1) MUNICIPAL CIVIL SERVICE PROGRAM, (2) HEALTH CAREERS, (3) A 5-YEAR PROJECTION FOR OCCUPATIONAL EDUCATION UNDER THE BUREAU OF COOPERATIVE EDUCATION OUTLINES PROGRAM EXPECTATIONS IN TWELVE MAJOR OCCUPATIONAL AREAS. THEY ARE: (1) BUILDING TRADES, (2)

COSMETOLOGY, (3) DRAFTING, (4) ELECTRICAL TRADES, (5) ELECTRONICS, (6) FASHION TRADES, (7) FOODS TRADES, (8) HEALTH, (9) HOSPITAL, (10) MACHINE SHOP, (11) PRINTING, AND (12) WOODWORKING. THE 33 EXHIBITS PROVIDE SAMPLE FORMS OF APPLICATIONS, TESTS, CERTIFICATIONS, AGREEMENTS, AND OTHER REPORTING DEVICES. (MU)

VT 100 231
DISTRIBUTIVE EDUCATION. UNIT II: MERCHANDISING II. SECOND-YEAR SERIES.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 178P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *TEACHING GUIDES; CREDIT (FINANCE); PURCHASING; SALESMANSHIP; SECONDARY GRADES; UNIT PLAN
IDENTIFIERS - FLORIDA

ABSTRACT - THIS UNIT IN THE SECOND YEAR CURRICULUM FOR THE BASIC DISTRIBUTIVE EDUCATION PROGRAM IN FLORIDA'S SECONDARY SCHOOLS IS DESIGNED TO CREATE A BROADER UNDERSTANDING OF THE ACTIVITIES IN THE MERCHANDISING PROCESS, TO DEVELOP AN AWARENESS OF THE RELATIONSHIPS OF THESE PROCESSES, AND TO DEVELOP COMPETENCY IN PERFORMING MERCHANDISING ACTIVITIES. IT IS RECOMMENDED THAT 13 WEEKS BE DEVOTED TO THE PRESENTATION OF THIS UNIT. SECTIONS ARE PRESENTED ON BUYING, SALES PROMOTION, THE ART OF SELLING, AND CONSUMER CREDIT. SUGGESTED TEACHING TECHNIQUES, STUDENT ASSIGNMENTS, AND REFERENCES ARE INCLUDED FOR EACH SECTION. (AUTHOR/MF)

VT 100 236
ZELKO, ELMER V.
A GUIDE TO DISTRIBUTIVE EDUCATION COORDINATION.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($.50)
PUB DATE - APR71 36P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *COORDINATION; *COORDINATORS; *DISTRIBUTIVE EDUCATION; *INSTRUCTOR COORDINATORS; GUIDES; ROLE PERCEPTION; SECONDARY STUDENTS

ABSTRACT - BECAUSE THE SUCCESS OF STUDENTS OF DISTRIBUTIVE EDUCATION DEPENDS ON A GREAT NUMBER OF COOPERATING INDIVIDUALS, THE COORDINATION OF THEIR ACTIVITIES BECOMES IMPORTANT. THIS GUIDE PROVIDES THE DISTRIBUTIVE EDUCATION TEACHER-COORDINATOR WITH MATERIALS TO AID IN HIS ROLE AS COORDINATOR. ACTIVITIES TOWARD THIS END ARE DESCRIBED IN RELATION TO ADMINISTRATION AND FACULTY, STUDENTS, EMPLOYERS, PARENTS, AND COMMUNITY. SUCCESSFUL POLICIES CONCERNING ADVISORY COMMITTEES, GUEST SPEAKERS, FIELD TRIPS, DECA ACTIVITIES, AND PROFESSIONAL ASSOCIATIONS ARE DISCUSSED. TRAINING AGREEMENTS AND PLANS ARE DETAILED AND A VARIETY OF USEFUL FORMS ARE INCLUDED. (MU)

VT 100 237
MCDONNELL, MARIE
FASHION FABRICS. PART I: RELATED TEXTILE INFORMATION AND THEORY FOR THE APPAREL TRADES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY73 204P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *INSTRUCTIONAL MATERIALS; *TEXTILES INSTRUCTION; *WORKBOOKS; CLOTHING INSTRUCTION; DISTRIBUTIVE EDUCATION; SECONDARY GRADES; TEXTBOOKS

IDENTIFIERS - *FASHION FABRICS

ABSTRACT - THIS BOOK WAS DESIGNED FOR USE AT THE HIGH SCHOOL LEVEL IN SUCH COURSES AS HOME ECONOMICS, FASHION DESIGN, TEXTILE SCIENCE, AND DISTRIBUTIVE EDUCATION. SEQUENCES OF THE INSTRUCTIONAL UNITS PRESENTED MAY BE CHANGED BY THE TEACHER AND SO ALTERED TO SUIT HIS AIMS. SPECIFIC CONTENTS OF THE TEXT INCLUDE: (1) INTRODUCTION TO TEXTILES, (2) BUYING AND SEWING FASHION FABRICS, (3) COMPOSITION OF MATTER AND OF TEXTILE FIBERS, (4) COMPARATIVE QUALITIES OF TEXTILE FIBERS, (5) CARE OF FIBERS, FABRICS, AND GARMENTS, AND (6) LABELING AND TESTING FIBERS FOR IDENTIFICATION. IN ADDITION TO THE INSTRUCTIONAL UNITS PROVIDED ARE TESTS, AN EQUIPMENT AND MATERIALS LIST, SOURCES OF INFORMATION ABOUT TEXTILES, AND A GENERAL BIBLIOGRAPHY CONTAINING OTHER REFERENCES. A RELATED DOCUMENT IS AVAILABLE AS VT 100 238. (SN)

VT 100 238
MCDONNELL, MARIE
FASHION FABRICS. PART II: RELATED TEXTILE INFORMATION AND THEORY FOR THE APPAREL TRADES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERISTY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($3.00)
PUB DATE - MAY73 238P.

DESCRIPTORS - *CLOTHING; *CLOTHING INSTRUCTION; *DISTRIBUTIVE EDUCATION; *HOME ECONOMICS EDUCATION; *TEXTILES INSTRUCTION

ABSTRACT - THIS SECOND PART OF A 2-VOLUME TEXT FOR SECONDARY STUDENTS IN TEXTILE SCIENCE, HOME ECONOMICS, AND DISTRIBUTIVE EDUCATION INCLUDES A SECTION USEFUL AS A WORKBOOK FOR THE STUDENT. UNITS SEVEN THROUGH ELEVEN ARE PRESENTED HERE AND PROVIDE INFORMATION ON YARNS, WEAVING, NONWOVEN FABRIC CONSTRUCTIONS, FABRIC FINISHES, AND METHODS OF EVALUATING FABRICS. EACH OF THE 35 LESSONS PROVIDES AN INTRODUCTORY SHORT TEST, A VOCABULARY, MATERIALS USED IN THE LESSON, RELATED INFORMATION AND ILLUSTRATIVE MATERIAL KEYED TO THE TEXT, A SERIES OF TEST QUESTION, AND WORKBOOK ACTIVITIES. THIS SECOND VOLUME PROVIDES THE TEACHER WITH AN OVERALL EQUIPMENT AND MATERIALS LIST, SOURCES OF INFORMATION ON TEXTILE FIBERS AND A BIBLIOGRAPHY FOR BOTH VOLUMES. PART 1, CONTAINING THE FIRST SIX UNITS IS AVAILABLE AS VT 100 237. (MU)

VT 100 256
KABA, ALBERT
INTRODUCTION TO VOCATIONS. DISTRIBUTIVE EDUCATION UNIT.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR71 37P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MARKETING; *OCCUPATIONAL INFORMATION; *SALES OCCUPATIONS; *UNITS OF STUDY (SUBJECT FIELDS); PUBLICIZE; RETAILING

ABSTRACT - THE MAIN PURPOSE OF THIS UNIT OF STUDY IS TO INTRODUCE THE STUDENT TO THE MANY CAREER OPPORTUNITIES OFFERED IN THE AREA OF DISTRIBUTION. THE 3-WEEK COURSE OF STUDY OUTLINED HERE IS INTENDED TO EXPOSE THE STUDENT TO DIFFERENT JOB OPPORTUNITIES WITHOUT REGARD TO SKILL DEVELOPMENT. A 2-COLUMN FORMAT PROVIDES A TEACHING GUIDE OF CONTENT AND COMMENT FOR 15 FORTY-MINUTE PERIODS OF CLASS TIME. THE APPENDIX CONTAINS ADDITIONAL ACTIVITIES, A CLASS CALENDER, PRE- AND POSTTESTS, AND A BIBLIOGRAPHY. (AUTHOR/MU)

VT 100 270
GULSON, ORRIS

DISTRIBUTIVE EDUCATION. LEVEL I. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 182P.

DESCRIPTORS - *BUSINESS; *CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; *MERCHANDISING; SECONDARY GRADES

ABSTRACT - BEHAVIORAL OBJECTIVES AND A CONTENT OUTLINE FOR EACH OF THE 22 UNITS INCLUDED MAKE UP THIS CURRICULUM GUIDE FOR DISTRIBUTIVE EDUCATION. SUBJECT MATTER COVERED BY THE COURSE INCLUDES MATERIAL ON COMPETENCIES NEEDED IN MARKETING, JOB SEEKING, THE DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA), THE VARIOUS FUNCTIONS OF MARKETING, SETTING UP A BUSINESS, AND HUMAN RELATIONS. (MU)

VT 100 276
NELSON, RODNEY; GULSON, ORRIS
DISTRIBUTIVE EDUCATION. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 229P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MARKETING; *MERCHANDISING; *RETAILING; COOPERATIVE EDUCATION; CURRICULUM GUIDES; SECONDARY GRADES; TEACHING GUIDES
IDENTIFIERS - *DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - THIS INTRODUCTION TO DISTRIBUTIVE EDUCATION FOR SECONDARY STUDENTS IS DESIGNED AS A TEACHING GUIDE TO ACCOMPANY THE TEXT, RICHART, MEYER, AND HAINES, "RETAILING PRINCIPLES AND PRACTICES." EACH OF THE 16 UNITS PROVIDES BEHAVIORAL OBJECTIVES, REFERENCES TO THE TEXT, AN OUTLINE OF THE SUBJECT MATTER, AND A VARIETY OF VISUAL AIDS, OTHER TEACHING AIDS AND RESOURCES. SUBJECT MATTER COVERED INCLUDES ALL OF THE FUNCTIONS OF RETAILING PLUS THE STUDENT DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA) MATERIAL. (MU)

VT 100 452
ELLIS, OWEN H.
MERCHANDISING FOR PROFIT: EFFECTIVE BUYING AND SELLING PRACTICES. A CURRICULUM GUIDE.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 76P. FEATURING THE ROLE OF THE BUYER.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MARKETING; *MERCHANDISING; *RETAILING; MERCHANDISE INFORMATION; PROJECT TRAINING METHODS; PURCHASING; STATE CURRICULUM GUIDES
IDENTIFIERS - *RETAIL STORE BUYERS

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR A HIGH SCHOOL OR POSTSECONDARY COURSE IN RETAIL MERCHANDISING GIVES THE INSTRUCTOR A 2-COLUMN FORMAT OF CONCEPTS FROM ECONOMICS, MARKETING, AND RETAILING SIDE-BY-SIDE WITH APPROPRIATE TEACHING TECHNIQUES. STUDENT PROJECTS ARE INSERTED AS SUGGESTIONS FOR THE DEVELOPMENT OF STUDENT ACTIVITIES. SUBJECT MATERIAL COVERS THE FOLLOWING GENERAL TOPICS: (1) RETAILING OPERATIONS, (2) THE MERCHANDISING PROGRAM, (3) MERCHANDISE CONTROL, AND (4) SALES PROMOTION. EMPHASIS IS PLACED ON THE ROLE OF THE BUYER AS THE KEY PERSON IN MERCHANDISING. (MU)

VT 100 464
HOSPITALITY EDUCATION PROGRAM. FINAL REPORT.

NEW MEXICO STATE DEPT. OF EDUCATION, SANTA FE.; SAN JUAN COLL., N. MEX.
FOUR CORNERS REGIONAL COMMISSION, FARMINGTON, N. MEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01FEB73 93P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *FOOD SERVICE; *FOOD SERVICE OCCUPATIONS; *TEACHING GUIDES; *VOCATIONAL EDUCATION; FOOD SERVICE INDUSTRY
IDENTIFIERS - *HOSPITALITY EDUCATION

ABSTRACT - THIS PROGRAM REPORT COMBINES AN ACCOUNTING OF THE FUNDS TO ESTABLISH THE PROGRAM AND AN EVALUATION OF IT WITH THE INSTRUCTIONAL MATERIAL OF THE COURSES TAUGHT. FIVE LESSONS IN THE CASHIERING UNIT AND 20 LESSONS IN THE WAITER/WAITRESS UNIT ARE DESCRIBED WITH GOALS, EQUIPMENT USED, TEACHING AIDS, AND PREREQUISITES FOR EACH LESSON. THE TEACHER'S PREPARATION AND PRESENTATION OF MATERIALS AND AN INFORMATION SHEET FOR STUDENTS FOR EACH LESSON ARE INCLUDED. CONSIDERABLE USE IS MADE OF TEACHING AIDS. (MU)

VT 100 495
CURRICULUM GUIDE FOR OCCUPATIONAL HOME ECONOMICS: FOOD HOSTESS AND WAITRESS. FIELD TEST.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF CHICAGO, ROOM 822, 228 LASALLE ST., CHICAGO, IL 60601 ($1.50)
PUB DATE - 71 134P.

DESCRIPTORS - *FOOD SERVICE; *FOOD SERVICE INDUSTRY; *FOODS INSTRUCTION; *FOODS SERVICE OCCUPATIONS; *OCCUPATIONAL HOME ECONOMICS; FOOD SERVICE WORKERS

ABSTRACT - THIS GUIDE COVERS A 10-WEEK COURSE FOR THE FRESHMAN YEAR IN A CHICAGO HIGH SCHOOL AS PART OF A 4-YEAR HOME ECONOMICS RELATED OCCUPATIONS PROGRAM. IT CAN ALSO BE USED TO SUPPLEMENT THE FOODS AND NUTRITION COURSE IN A GENERAL HIGH SCHOOL. TWO OBJECTIVES OF THE COURSE ARE TO DEVELOP SKILLS AND TO SHAPE ATTITUDES FOR SUCCESSFUL EMPLOYMENT IN THE FOODS SERVICE INDUSTRY. CONTENTS INCLUDE NINE UNITS PROVIDING INSTRUCTIONAL EXPERIENCES IN THE FOLLOWING GENERAL AREAS: (1) ATTITUDES AND UNDERSTANDINGS ABOUT PERSONAL QUALITIES INCLUDING APPEARANCE, SPEECH, MANNERS, SAFETY, AND HEALTH HABITS IN FOOD HANDLING, (2) SKILLS IN USING EQUIPMENT, PREPARING FOODS, PLANNING MENUS, AND GETTING ALONG WITH PEOPLE, AND (3) PRACTICE IN JOB ROTATION, SERVING VARIOUS TYPES OF MENUS, AND WORKING IN VARIOUS KINDS OF FOOD SERVICE ESTABLISHMENTS. (MU)

VT 100 500
BAGGETT, GUY
ADVERTISING PAYS.

OHIO STATE UNIV., COLUMBUS.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 17P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *EDUCATIONAL GAMES; *PUBLICIZE; *RETAILING; INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES; NEWSPAPERS

ABSTRACT - THIS MATERIAL FOR CONDUCTING AN EDUCATIONAL GAME PROVIDES THE INSTRUCTOR WITH SUPPLIES, SUGGESTIONS, AND INSTRUCTIONS FOR A MONTH-LONG EXPERIENCE IN RETAIL ADVERTISING FOR A DISTRIBUTIVE EDUCATION CLASS. IT IS DESIGNED TO HELP STUDENTS BETTER UNDERSTAND HOW A RETAILER IN A SMALL CITY PLANS AND CONDUCTS NEWSPAPER ADVERTISING WITHIN A PREDETERMINED BUDGET. (AUTHOR/MU)

VT 100 503
BULLETIN BOARD IDEAS FOR DISTRIBUTIVE EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SERVICES.; CLEMSON UNIVERSITY, SOUTH CAROLINA. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF VOCATIONAL EDUCATION, DISTRIBUTIVE EDUCATION SERVICES, COLUMBIA, SC 29631
PUB DATE - 73 17P.

DESCRIPTORS - *BULLETIN BOARDS;

*DISTRIBUTIVE EDUCATION; *MATERIAL DEVELOPMENT; CENTERS OF INTEREST; INSTRUCTIONAL MATERIALS

ABSTRACT - A PUBLICATION DERIVING ITS ORIGIN FROM A PREVIOUS ONE, THIS BOOKLET CONTAINS WITHIN IT ILLUSTRATIONS OF BULLETIN BOARD DISPLAYS WHICH MAY BE USED IN FACILITATING MOTIVATION FOR THE STUDY OF DISTRIBUTIVE EDUCATION. A TOTAL OF 17 BULLETIN BOARD IDEAS ARE INCLUDED, ALL PROVIDING INFORMATION ON THE PROBABLE APPROPRIATE TIME FOR DESIGNING AND DISPLAYING THE BOARDS, AS WELL AS THE MATERIALS AND SUPPLIES NEEDED, THE COST OF THE MATERIALS TO BE USED, AND APPROXIMATE TIME ESTIMATES FOR CONSTRUCTING THE DISPLAYS. (SN)

VT 100 506
EVERHARDT, RICHARD M.
WORD PUZZLES FOR D.E. (DISTRIBUTIVE EDUCATION).

DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, COLUMBUS, OHIO.; JEFFERSON HIGH SCHOOL, DELPHOS, OHIO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 91P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *EDUCATIONAL GAMES; *MARKETING; *PUZZLES; *TESTS; MERCHANDISING; RETAILING; WHOLESALING

ABSTRACT - THESE WORD PUZZLES PROVIDE INSTRUCTORS WITH A MEANS OF COMBINING TESTS WITH EDUCATIONAL GAMES IN A DISTRIBUTIVE EDUCATION CLASSROOM. EACH PUZZLE HAS A MINIMUM OF NINE HIDDEN WORDS IN A MAZE OF LETTERS, LISTED HORIZONTALLY, VERTICALLY, OR DIAGONALLY. PUZZLES COVER A NUMBER OF TOPICS INCLUDING: (1) MARKETING FUNCTIONS, (2) CHANNELS OF DISTRIBUTION, (3) DISTRIBUTIVE EDUCATION, (4) STORE POLICIES, AND (5) TYPES OF STORES. (MU)

VT 100 507
BENNER, SANDY
DEPARTMENT STORE PROBLEMS. AN IN-BASKET SIMULATION.

RED WING AREA VOCATIONAL TECHNICAL CENTER, MINNESOTA
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 94P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *RETAILING; *SIMULATED ENVIRONMENT; *SIMULATION; SALES OCCUPATIONS

ABSTRACT - THIS IN-BASKET SIMULATION PACKAGE WAS DESIGNED TO HELP STUDENTS LEARN ABOUT WORKING IN A DEPARTMENT STORE. VARIOUS ACTIVITIES COMMONLY OCCURRING IN RETAILING ARE SIMULATED THROUGH THE USE OF WRITTEN MEMOS AND TELEPHONE MESSAGES. WORK ROLES ARE PROVIDED FOR EIGHT DIFFERENT MANAGEMENT FUNCTIONS SUCH AS GENERAL MANAGER, MERCHANDISE MANAGER, CREDIT MANAGER AND ADVERTISING MANAGER. UNITS OF WORK ALSO INCLUDE THOSE OF SALESPERSON, CASHIER, INVENTORY CLERK, PAYROLL CLERK, STOCKKEEPER, COPYWRITER, WINDOW DISPLAY AND INTERIOR DISPLAY WORKER. (AUTHOR/MU)

VT 100 511
CHAPMAN, ELWOOD N.
WORK EXPERIENCE SURVIVAL KIT: THE BOOK NO WORK EXPERIENCE EDUCATION STUDENT SHOULD BE WITHOUT.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
GOODYEAR PUBLISHING COMPANY, INC., PACIFIC PALISADES, CALIFORNIA
PUB DATE - 73 191P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *READING MATERIALS; *TEXTBOOKS; *WORK EXPERIENCE PROGRAMS; SECONDARY GRADES; WORK STUDY PROGRAMS

ABSTRACT - THIS BOOK WAS DESIGNED TO STRENGTHEN THE WORK EXPERIENCE PROGRAM AND ASSIST THE COORDINATOR IN PLANNING INSTRUCTION. IT IS INTENDED TO BE PRACTICAL AND SELF-

INSTRUCTING SO THAT THE TRAINEE CAN STUDY AND BENEFIT FROM IT WITHOUT SUPERVISION FROM HIS COORDINATOR. CONTENTS INCLUDE: (1) A TOTAL OF 16 TOPICAL UNITS WITH CASE PROBLEMS CONTAINED IN EACH, (2) AN APPENDIX ENTITLED, "HOW TO GO ABOUT GETTING A GOOD JOB," (3) DISCUSSION AND EXAMINATION QUESTIONS, (4) AUTHOR'S SUGGESTED ANSWERS TO CASE PROBLEMS, AND (5) ANSWERS TO DISCUSSION AND EXAMINATION QUESTIONS. (SN)

VT 100 602
WASHINGTON DECA HANDBOOK.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA.
MF AVAILABLE IN VT-ERIC SET.
COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, DIV. OF VOCATIONAL EDUCATION, P.O. BOX 248, OLYMPIA, WA 95801
PUB DATE - NOV69 578P.

DESCRIPTORS - *GUIDES; *ORGANIZATIONS (GROUPS); *YOUTH CLUBS; POST SECONDARY EDUCATION; PUBLICATIONS; SECONDARY GRADES
IDENTIFIERS - *DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; WASHINGTON; DECA

ABSTRACT - UNDERLYING THE DEVELOPMENT OF THIS DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA) HANDBOOK, WERE THESE OBJECTIVES: (1) TO CLARIFY AND PROMOTE THE EDUCATIONAL VALUE OF DECA ACTIVITIES, (2) TO OUTLINE PROCEDURES AND PROVIDE MATERIAL FOR LOCAL CHAPTER IMPROVEMENT AND DEVELOPMENT, (3) TO PROVIDE FOR INDIVIDUAL MEMBER GROWTH AND DEVELOPMENT, AND (4) TO HELP CHAPTERS FUNCTION BEST IN THEIR ROLE OF SUPPLEMENTARY DISTRIBUTIVE EDUCATION PROGRAMS. SPECIFICALLY PREPARED FOR USE BY THE WASHINGTON DECA CHAPTER, THE HANDBOOK CONTAINS A TOTAL OF 23 CHAPTERS WHICH SPEAK TO EACH OF THE BROAD ISSUES LISTED ABOVE. TO STIMULATE FURTHER INTEREST AND FACILITATE GREATER EASE IN LOCATING INFORMATIONAL TOPICS, A COMPLETE INDEX IS PROVIDED. (SN)

VT 100 603
HIRSHFELD, MARVIN; LEVENTHAL, JEROME I.
CURRICULUM INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION. A NATIONAL STATE OF THE ART STUDY. VOL. 1.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL EDUCATION, RESEARCH AND DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-4839
TEMPLE UNIVERSITY, DISTRIBUTIVE EDUCATION DEPT., DIV. OF VOCATIONAL EDUCATION, PHILADELPHIA, PA
PUB DATE - 73 332P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS

ABSTRACT - GROUPING OF ALL MATERIALS IN THIS BIBLIOGRAPHY WAS MADE ACCORDING TO THE U.S. OFFICE OF EDUCATION CLASSIFICATION OF INSTRUCTIONAL PROGRAMS FOR DISTRIBUTIVE EDUCATION. THE MATERIALS ARE ALPHABETIZED BY TITLE UNDER EACH SUBJECT AREA. A FURTHER CLASSIFICATION INDICATES WHETHER THE MATERIAL IS A BOOK, SLIDE, FILM, TAPE, RECORD, TRANSPARENCY, BOOKLET, OR KIT. THE ANNOTATION INCLUDES, WHEREVER POSSIBLE, THE GRADE LEVEL OF MATERIAL (SECONDARY, COLLEGE, ADULT). LENGTH, COST, DATE PUBLISHED, PUBLISHER, SUGGESTED TIME OF USE, SUMMARY DESCRIPTION, AVAILABLE INSTRUCTOR MATERIAL AND TESTS, AND OBJECTIVES. THIS FIRST VOLUME INCLUDES TITLES IN THE FOLLOWING CATEGORIES: (1) ADVERTISING SERVICES, (2) APPAREL AND ACCESSORIES, (3) AUTOMOTIVE, (4) FINANCE AND CREDIT, (5) FLORISTRY, (6) FOOD DISTRIBUTION, (7) FOOD SERVICES, AND (8) GENERAL MERCHANDISE. VOLUME II IS AVAILABLE AS VT 100 604. (AUTHOR/MU)

VT 100 604
HIRSHFELD, DR. MARVIN; LEVENTHAL, DR. JEROME I.
CURRICULUM INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION. A

NATIONAL STATE OF THE ART STUDY. VOL. 2.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF VOCATIONAL EDUCATION, RESEARCH AND DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-4539
TEMPLE UNIVERSITY, DISTRIBUTIVE EDUCATION DEPT., DIV. OF VOCATIONAL EDUCATION, PHILADELPHIA, PA
PUB DATE - 73 694P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS

ABSTRACT - GROUPING OF ALL MATERIALS IN THIS BIBLIOGRAPHY WAS MADE ACCORDING TO THE U.S. OFFICE OF EDUCATION CLASSIFICATION OF INSTRUCTIONAL PROGRAMS FOR DISTRIBUTIVE EDUCATION. THE MATERIALS ARE ALPHABETIZED BY TITLE UNDER EACH SUBJECT AREA. A FURTHER CLASSIFICATION INDICATES WHETHER THE MATERIAL IS A BOOK, SLIDE, FILM, TAPE, RECORD, TRANSPARENCY, BOOKLET, OR KIT. THE ANNOTATION INCLUDES, WHEREVER POSSIBLE, THE GRADE LEVEL OF MATERIAL (SECONDARY, COLLEGE, ADULT), LENGTH, COST, DATE PUBLISHED, PUBLISHER, SUGGESTED TIME OF USE, SUMMARY DESCRIPTION, AVAILABLE INSTRUCTOR MATERIAL AND TESTS, AND OBJECTIVES. THIS SECOND VOLUME INCLUDES TITLES IN THE FOLLOWING CATEGORIES: (1) MARKETING, (2) HARDWARE AND BUILDING MATERIALS, (3) HOME FURNISHINGS, (4) HOTEL AND LODGING, (5) INDUSTRIAL MARKETING, (6) INSURANCE, (7) INTERNATIONAL TRADE, (8) PERSONAL SERVICES, (9) REAL ESTATE, (10) RECREATION AND TOURISM, (11) TRANSPORTATION, (12) OTHER RETAIL TRADE, (13) OTHER WHOLESALE TRADE, AND (14) OTHER INSTRUCTIONAL PROGRAMS. VOLUME 1 IS AVAILABLE AS VT 100 603. (AUTHOR/MU)

VT 100 610
MEAT DEPARTMENT MANAGEMENT TRAINING MANUAL.

NATIONAL ASSOCIATION OF RETAIL GROCERS, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
NATIONAL ASSOC. OF RETAIL GROCERS, 360 NORTH MICHIGAN AVE., CHICAGO, ILLINOIS 60601 ($2.00)
PUB DATE - ND 20P.

DESCRIPTORS - MANUALS; *RETAILING; *MERCHANDISING; MANAGEMENT EDUCATION; *DISTRIBUTIVE EDUCATION; *FOOD STORES; *MEAT

ABSTRACT - THIS MANUAL CONTAINS THE TOPICS AROUND WHICH A COMPLETE MANAGEMENT TRAINING PROGRAM IN MEAT RETAILING CAN BE BUILT. NO ATTEMPT HAS BEEN MADE TO COVER ANY TOPIC IN DETAIL. TOPICS INCLUDE BUYING, CUTTING, AND PACKAGING MEAT AND CLEANLINESS, INVENTORY CONTROL, AND OPERATING COSTS OF MEAT DEPARTMENTS IN FOOD STORES. EMPHASIS IS GIVEN TO DISPLAYS AND TO THE PROBLEMS ASSOCIATED WITH SELF-SERVE MEAT DEPARTMENTS AND SPECIAL MEAT PRODUCTS. AN INSTRUCTIONAL OUTLINE FOR A COMPREHENSIVE TRAINING PROGRAM IS INCLUDED. (AUTHOR/MU)

VT 100 611
WHAT EVERY CLERK SHOULD KNOW.

NATIONAL ASSOCIATION OF RETAIL GROCERS, CHICAGO., ILL.
MF AVAILABLE IN VT-ERIC SET.
NATIONAL ASSOC. OF RETAIL GROCERS, SUITE 620, 2000 SPRING RD., OAK BROOK, ILLINOIS 60521 (75)
PUB DATE - ND 12P.

DESCRIPTORS - *RETAILING; *WORK ATTITUDES; SALES WORKERS; *ENTRY WORKERS; MERCHANDISING; *FOOD STORES; *DISTRIBUTIVE EDUCATION; MANUALS

ABSTRACT - THIS BOOKLET FOR THE BEGINNING RETAIL FOOD STORE EMPLOYEE IS ADDRESSED TO YOUNG MEN ENTERING THE TRADE TO ACCELERATE THEIR ORIENTATION TO THE VARIOUS JOBS FOR BEGINNERS. GENERAL PERSONAL APPEARANCE, MANNERS, WORK ATTITUDES, AND WORK TECHNIQUES ARE STRESSED. TIPS ON HOW TO SWEEP FLOORS, CLEAN AND RESTOCK SHELVES, BUILD DISPLAYS, AND MAINTAIN A CLEAN ATTRACTIVE STORE, INSIDE AND

OUT, ARE INCLUDED. (MU)

VT 100 612
NARGUS PRODUCE TRAINING MANUAL.

NATIONAL ASSOCIATION OF RETAIL GROCERS, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
NATIONAL ASSOC. OF RETAIL GROCERS, SUITE 620, 2000 SPRING RD., OAK BROOK, ILLINOIS 60521 ($2.00)
PUB DATE - ND 29P.

DESCRIPTORS - *RETAILING; *FOOD STORES; *DISTRIBUTIVE EDUCATION; FOOD HANDLING FACILITIES; COURSE CONTENT; *SALES OCCUPATIONS; *MANUALS

ABSTRACT - SUGGESTIONS FOR ORGANIZING A COURSE FOR TRAINING RETAIL FOOD STORE PRODUCE PERSONNEL ARE GIVEN WITH THE MATERIAL ORGANIZED IN RELATIVELY THE SAME SEQUENCE AS THE DAY'S WORK IN THE FRESH FRUIT AND VEGETABLE DEPARTMENT. INFORMATION IS OUTLINED FOR COURSES WHICH CONCERN THE FACILITIES AND OPERATIONS OF THE PRODUCE DEPARTMENT AND THE FUNCTIONS OF BUYING, RECEIVING, PRICING, DISPLAYING, AND ADVERTISING RETAIL FOOD STORE MERCHANDISE. DEPARTMENT ACTIVITIES THROUGHOUT THE DAY ARE OUTLINED AND RECORDKEEPING SYSTEMS ARE DISCUSSED. (AUTHOR/MU)

VT 100 613
CHECKER'S MANUAL.

NATIONAL ASSOCIATION OF RETAIL GROCERS, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
NATIONAL ASSOC. OF RETAIL GROCERS, SUITE 620, 2000 SPRING RD., OAK BROOK, ILLINOIS 60521 ($1.25)
PUB DATE - ND 17P.

DESCRIPTORS - *RETAILING; *FOOD STORES; *CLERICAL WORKERS; *DISTRIBUTIVE EDUCATION; *MANUALS
IDENTIFIERS - *SUPERMARKET CHECKERS

ABSTRACT - A STEP-BY-STEP EXPLANATION OF THE PROCEDURE FOR THE FOOD STORE CASHIER IS OUTLINED IN THIS MANUAL FOR TRAINING SUPERMARKET CHECKERS. OUTLINES OF MATERIAL CONCERNING DRESS, WORK ATTITUDES, CHECKOUT PROCEDURES, AND SALES TAX, ARE INCLUDED. INFORMATION IS GIVEN ON HOW TO HANDLE COMMON ERRORS ON THE CASH REGISTER, REDEEM EMPTY CONTAINERS, CASH CHECKS, AND ANSWER COMPLAINTS. (MU)

VT 100 614
RIGGS, WALTER A.
INSTRUCTOR'S GUIDE FOR PROFESSIONAL SUPERMARKET CHECKERS.

WASHINGTON STATE DEPT. OF EDUCATION, OLYMPIA. COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION, COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, P.O. BOX 248, OLYMPIA, WA 98501
PUB DATE - SEP72

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *RETAILING; *TEACHING GUIDES; *CLERICAL WORKERS; *SKILL DEVELOPMENT
IDENTIFIERS - *SUPERMARKET CHECKERS

ABSTRACT - THESE UNITS OF INSTRUCTION PROVIDE THE TEACHER WITH COURSE CONTENT, TEACHING PROCEDURES, UNIT OBJECTIVES, ASSIGNMENTS, TEST, HANDOUTS, AND SCHEDULES FOR EACH 3-HOUR BLOCK OF TIME IN THIS 90-HOUR COURSE FOR SUPERMARKET CHECKERS. KEYED TO THE EIGHT REFERENCE TEXTS LISTED IN THE INTRODUCTION FOR INSTRUCTORS, THESE 30 UNITS CONTAIN 23 COMPETENCIES NEEDED BY TRAINEES, 59 HANDOUTS, AND 20 TESTS. THE GUIDE FOR THE UNITS OF STUDY IS NOT WRITTEN AS A COURSE OUTLINE. IT IS PURPOSELY WRITTEN AS A SEQUENTIAL ORDER OF LEARNING EXPERIENCES TO ASSIST THE INSTRUCTOR IN SCHEDULING TIME AND IMPORTANCE OF THE LEARNING PROCESS. (AUTHOR/MU)

VT 100 624
HUMAN RELATIONS. REVISED.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 73 182P.

DESCRIPTORS - *HUMAN RELATIONS; *SUPERVISORY TRAINING; *DISTRIBUTIVE EDUCATION; *EMPLOYER EMPLOYEE RELATIONSHIP; *ADULT EDUCATION

ABSTRACT - THIS COURSE OF STUDY, DESIGNED FOR EIGHT 2-HOUR SESSIONS OF ADULT EDUCATION FOR SUPERVISORS, PROVIDES THE INSTRUCTOR WITH BACKGROUND INFORMATION IN HUMAN RELATIONS. THE FIRST SESSION IS DEVOTED TO LAYING A FRAMEWORK AND FOUNDATION FOR DEVELOPING A HUMAN RELATIONS ATTITUDE. THE SECOND, THIRD, AND FOURTH SESSIONS ARE DEVOTED TO "THE FOUR KEYS OF GOOD HUMAN RELATIONS." SESSION FIVE COVERS COMMUNICATION. GRIEVANCES AND DISCIPLINE ARE COVERED IN SESSION SIX AND SEVENTH AND EIGHTY SESSIONS COVER "THE FOUR-STEP METHOD TO PROBLEM SOLVING." HANDOUTS AND TRANSPARENCY ORIGINALS ARE PROVIDED. (AUTHOR/MU)

VT 100 628
MCKNIGHT, MOLLIE, COMP.
DISTRIBUTIVE EDUCATION FILM CATALOG.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 375P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL FILMS; *RESOURCE GUIDES; *CATALOGS; *DIRECTORIES

ABSTRACT - THIS CATALOG GIVES THE VOCATIONAL TEACHER A LISTING OF FILMS FOR DISTRIBUTIVE EDUCATION CLASSES. AN INTRODUCTION PROVIDES GENERAL COMMENTS AND ADVICE, INSTRUCTIONS FOR ORDERING, AND A LIST OF SOURCES OF FILMS. THE FILMS ARE GROUPED BY 34 SUBJECT MATTER HEADINGS WITH EACH ENTRY CONTAINING TITLE, DATE, TIME REQUIRED, COST, SOUND, COLOR, AND ANNOTATION. FILMSTRIPS, SLIDE SHOWS, AND TRANSPARENCIES ARE TREATED SEPARATELY AND IN THE SAME MANNER. GUIDES TO FREE FILMS AND LOANING INSTITUTIONS ARE INCLUDED. (MU)

VT 100 630
PERSONNEL MEETING-TRAINING PROGRAM FOR FOOD STORES.

NATIONAL ASSOCIATION OF RETAIL GROCERS, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 20P.

DESCRIPTORS - *FOOD STORES; *RETAILING; *ADULT EDUCATION; *SALES OCCUPATIONS; MERCHANDISING; *MARKETING

ABSTRACT - THIS OUTLINE OF AN INSERVICE PROGRAM CONTAINS EIGHT LESSONS FOR RETAIL FOOD STORE TRAINING TO INCREASE INTEREST AND IMPROVE PRODUCTIVITY OF STORE PERSONNEL. PROGRAM PLANNING INCLUDES A QUESTIONNAIRE TO ALL EMPLOYEES CONCERNING THEIR ATTITUDES TOWARD THE TRAINING AND INFORMATION ON THE CHOICE OF INSTRUCTORS, MEETING PLACE AND HOURS, AND PARTICIPATION OF THE OWNER-MANAGER. SUGGESTED PROCEDURES AND SESSION TOPICS ARE OUTLINED. (AUTHOR/MU)

VT 100 645
BINKLEY, HAROLD
STUDY-GUIDE FOR FERTILIZER AND CHEMICAL SALESMAN.

KENTUCKY UNIV., LEXINGTON. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 58P.

DESCRIPTORS - AGRIBUSINESS; *AGRICULTURAL EDUCATION; *AGRICULTURAL SUPPLY OCCUPATIONS; *FERTILIZERS; *AGRICULTURAL CHEMICAL OCCUPATIONS; *MARKETING

ABSTRACT - THIS GUIDE FOR INDIVIDUAL STUDY ASSISTS THE AGRIBUSINESS WORKER WITH 19 SEPARATE LESSONS CONCERNING THE JOB OF SELLING FARM CHEMICALS. EACH LESSON CONTAINS A STATEMENT OF THE PROBLEM, THE GIVEN SITUATION, DIRECTIONS, CONTENT MATERIAL WITH REFERENCES FOR THE ASSIGNMENT, AND

A STUDENT WORKSHEET. SOME OF THE LESSON TOPICS ARE: (1) THE IMPORTANCE OF FERTILIZERS IN MODERN FARMING, (2) HOW PLANTS USE VARIOUS PLANT NUTRIENTS, (3) HOW TO INTERPRET A SOIL TEST, (4) METHODS OF APPLYING FERTILIZER, AND (5) RECOMMENDATIONS FOR USING PESTICIDES. (MU)

VT 100 650
LINTNER, J. H.
HOW ARE COOPERATIVES ORGANIZED? SERIES ON COOPERATION IN A FREE ENTERPRISE SOCIETY WITH EMPHASIS ON THE COOPERATIVE WAY OF DOING BUSINESS.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.; OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MARTHA HOLDEN JENNINGS FOUNDATION, CLEVELAND, OHIO.; OHIO COUNCIL OF FARMER COOPERATIVES.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 836, UNIT III
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210
PUB DATE - 73 24P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *COOPERATIVES; MARKETING; *MANAGEMENT; PLANNING; MANUALS; *INDIVIDUAL STUDY; ORGANIZATIONS (GROUPS)

ABSTRACT - THIS STUDENT MANUAL, PROVIDING A UNIT OF STUDY ON COOPERATIVES, CAN BE USED FOR INDIVIDUAL STUDY IN AGRICULTURAL EDUCATION CLASSES AT THE SECONDARY LEVEL OR IN YOUNG FARMER EDUCATION CLASSES. MATERIAL COVERED CONSISTS OF THE THIRD UNIT OF A 10-PART SERIES AND INCLUDES THE PLANNING AND ORGANIZING PROCEDURES CONCERNED WITH ESTABLISHING A COOPERATIVE AS A GOING CONCERN. TEXTUAL CONTENT, ILLUSTRATIONS, SAMPLE FORMS, AND WORKSHEETS GIVE THE STUDENT MATERIALS FOR INDIVIDUAL STUDY. RELATED UNITS ARE AVAILABLE AS VT 100 648 - VT 100 649 AND VT 100 651 - VT 100 657. (MU)

VT 100 686
PIESLAK, RAYMOND F.
ABOUT BUSINESS.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4102, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903
PUB DATE - JUN74 130P.

DESCRIPTORS - *STUDY GUIDES; INSTRUCTIONAL MATERIALS; MANUALS; *BUSINESS; *BUSINESS ADMINISTRATION; *AGRIBUSINESS; VOCATIONAL EDUCATION; BUSINESS EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *BUSINESS RESPONSIBILITY

ABSTRACT - THIS MANUAL WAS PREPARED FOR STUDENTS ENROLLED IN THE NEW JERSEY BUSINESS-TRAINING CURRICULUM AND IS INTENDED TO BE SIMPLISTIC IN FORMAT, BUT COMPREHENSIVE IN ITS ATTEMPT TO ORIENT STUDENTS TO THE FIELD OF BUSINESS AS A SYSTEM. THUS, THE GUIDE SEEKS TO PROVIDE LEARNERS WITH SOME KNOWLEDGE OF THE NATURE OF BUSINESS TRANSACTIONS, HOW BUSINESS SERVES THE CONSUMER, HOW BUSINESS IS ORGANIZED AND MANAGED, AND THE KINDS OF WORKERS NEEDED IN THE FIELD. THE NINE TOPICAL UNITS TO BE STUDIED INCLUDE: (1) INTRODUCTION TO BUSINESS, (2) THE BUSINESS WORLD AROUND YOU, (3) KINDS OF BUSINESSES, (4) SHOPPING IN YOUR COMMUNITY, (5) WHAT BUSINESSMEN DO, (6) THE VALUE OF BUSINESS TO THE COMMUNITY, (7) OCCUPATIONS, (8) WHO OWNS BUSINESS, AND (9) IMPORTANT FACTS ABOUT MONEY. (SN)

VT 100 694
DISTRIBUTION CLUSTER GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT

PLEASANT.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICE.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 152P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; EXCEPTIONAL STUDENTS; INSTRUCTIONAL UNITS; *RETAILING; *DISTRIBUTIVE EDUCATION; DISADVANTAGED GROUPS; TASK ANALYSIS; SUPPLIES; OCCUPATIONAL INFORMATION; *WAREHOUSES
IDENTIFIERS - *MATERIALS HANDLING

ABSTRACT - THIS TEACHING GUIDE IS ONE OF A SERIES FOCUSING UPON THE PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS. A TASK ANALYSIS DEFINES COMMON CLUSTERS OF TASKS IN THE FIELD OF DISTRIBUTION WHICH INCLUDES THE FOLLOWING SUBCLUSTERS: MATERIALS HANDLING AND RETAILING. EACH SUBCLUSTER PRESENTS A NUMBER OF TASKS, AND IN INSTRUCTIONAL UNIT SUPPLIES THE TEACHER WITH A MULTI-PART TEACHING GUIDE FOR EACH TASK. A TASK SHEET FOR EACH STUDENT CARRIES A PROGRESS REPORT AND CONTAINS SKILLS TO BE GAINED, INSTRUCTIONAL AND REFERENCE MATERIALS, LANGUAGE KNOWLEDGE REQUIRED FOR THE TASK, AND SUGGESTIONS FOR DISCUSSION WITH THE STUDENT CONCERNED. A BIBLIOGRAPHY IS KEYED TO THE TEACHING GUIDE AND AN APPENDIX CONTAINS CODES FOR INTERPRETING THE VARIOUS NUMBERS FOUND IN THE TASK SHEETS. (MU)

VT 100 802
URBANIC, CHARLES E.
GARDEN CENTER WORKER.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.; OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 951
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210
PUB DATE - 71 146P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *WORKBOOKS; TEXTBOOKS; *HORTICULTURE; *VOCATIONAL EDUCATION; MANUALS; *ORNAMENTAL HORTICULTURE; NURSERY WORKERS (HORTICULTURE)

ABSTRACT - THIS MANUAL WAS DEVELOPED TO ASSIST STUDENTS OF HORTICULTURE BY PROVIDING THEM WITH PRACTICAL SITUATIONS WHERE THEY CAN APPLY THE PRINCIPLES, THEORIES, AND KNOWLEDGE PRESENTED THEM IN FORMAL CLASSES. INTENDED TO BE USED AS A TEXT-WORKBOOK COMBINATION, THE PUBLICATION CONTAINS OBJECTIVES, CONCEPTS, GENERAL INFORMATION, AND STUDENT EXERCISES FOR EACH OF THE SIX UNITS INCLUDED. TITLES OF THOSE UNITS ARE: (1) INTRODUCTION TO THE GARDEN CENTER WORKER, (2) GARDEN CENTER BUSINESS PRACTICES, (3) IDENTIFICATION AND CHARACTERISTICS OF ORNAMENTAL PLANTS, (4) CARE OF PLANTS IN THE GARDEN CENTER, (5) CHEMICALS, AND (6) GARDEN SUPPLIES AND RELATED PRODUCTS. (SN)

VT 100 807
JARNOW, JEANNETTE
CAREER EXPLORATION IN THE FASHION INDUSTRY: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
FASHION-IND-SER-1
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.15)
STOCK NUMBER 1780-01263
PUB DATE - 73 74P.

DESCRIPTORS - *EMPLOYMENT OPPORTUNITIES; *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *RESOURCE GUIDES; *CAREER OPPORTUNITIES
IDENTIFIERS - *FASHION INDUSTRY; CAREER EXPLORATION

ABSTRACT - THIS GUIDE FOR EXPLORING

CAREERS IN THE FASHION INDUSTRY IS INTENDED AS A RESOURCE FOR ADMINISTRATORS, TEACHERS, AND COORDINATORS WHO ARE INITIATING OR DEVELOPING A CAREER EXPLORATION PROGRAM IN THE FIELD. IT PROVIDES A SERIES OF CURRICULUM MODULES, EACH OF WHICH CORRESPONDS TO A DIFFERENT OCCUPATIONAL FIELD WITHIN THE FASHION INDUSTRY. EACH MODULE CONTAINS AN OCCUPATIONAL OVERVIEW OF THE FIELD, EMPLOYMENT OPPORTUNITIES, COMPETENCIES REQUIRED OF WORKERS, AND SUGGESTIONS FOR EXPLORATORY EXPERIENCES, OBJECTIVES TO BE ACHIEVED, AND TEACHING RESOURCES. THE OCCUPATIONAL FIELDS ARE APPAREL DESIGN AND PRODUCTION, FASHION MERCHANDISING, TEXTILE DESIGN AND PRODUCTION, AND DRYCLEANING AND LAUNDERING. RELATED DOCUMENTS INCLUDE VT 100 808 - VT 100 811. (AUTHOR/MU)

VT 100 810
TEPPER, BETTE
FASHION MERCHANDISING: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
FASHION-IND-SER-4
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.50)
STOCK NUMBER 1780-01260
PUB DATE - 73 109P.

DESCRIPTORS - *MERCHANDISING; *PROGRAM GUIDES; *OCCUPATIONAL INFORMATION; *DISTRIBUTIVE EDUCATION; CAREER OPPORTUNITIES; RETAILING; WHOLESALING

ABSTRACT - THIS GUIDE PROVIDES AN OVERVIEW OF THE FASHION MERCHANDISING FIELD, OCCUPATIONAL OPPORTUNITIES, AND COMPETENCIES REQUIRED OF WORKERS. THE TERM, FASHION MERCHANDISING, IS USED TO IDENTIFY THE OCCUPATIONAL FIELD INVOLVED IN THE PERFORMANCE OF THE MARKETING FUNCTION IN RETAILING, WHOLESALING, AND MANUFACTURING ESTABLISHMENTS. A LIST OF OVER 30 OCCUPATIONS OUTLINES VARIOUS ENTRY JOBS AND CAREER OPPORTUNITIES IN THE FIELD. GENERAL PROGRAM CONSIDERATIONS INCLUDE A SURVEY OF NEEDS, FACULTY, ENROLLMENT, ADVISORY COMMITTEE, AND INSTRUCTIONAL MATERIALS AND AIDS. OUTLINES OF THE AREAS OF INSTRUCTION COVER THE MATERIALS USED IN THE TRADE (TEXTILES, FURS, LEATHER), SELLING AND DISPLAY, BUYING, SALES PROMOTION, AND FASHION COPYWRITING. FACILITIES, EQUIPMENT, AND INSTRUCTIONAL SUPPLIES NEEDED FOR THE PROGRAM ARE LISTED. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 807 - VT 100 809 AND VT 100 811. (AUTHOR/MU)

VT 100 813
EVERHARDT, RICHARD M.
CASH OR CHARGE.

JEFFERSON SENIOR HIGH SCHOOL, DELPHOS, OHIO.
MF AVAILABLE IN VT-ERIC SET.
THE DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND

DESCRIPTORS - MANUALS; *TEACHING GUIDES; *SALESMANSHIP; *DISTRIBUTIVE EDUCATION; *RETAILING; MERCHANDISING; *CREDIT (FINANCE)

ABSTRACT - DIVIDED INTO TWO PARTS, THIS MANUAL EXPLAINS THE IMPORTANCE OF RETAIL CREDIT AND SEVERAL OF THE MORE POPULAR TYPES OF CREDIT CARDS USED TODAY AS WELL AS HOW TO FILL OUT CASH AND CHARGE SALES CHECKS. PART ONE CONTAINS SIMPLE EXAMPLES OF CASH SLIPS, WHILE PART TWO INCLUDES ACTUAL CHECKS THAT ARE USED FOR BANK AMERICARD SALES. BECAUSE THE PUBLICATION IS INTENDED AS A PREVENTITIVE AID TO PROBLEMS WHICH DISTRIBUTIVE EDUCATION STUDENTS MIGHT FACE ON THEIR JOBS, ITS USE IF RECOMMENDED IN CONJUNCTION WITH THE PUPILS' DAILY ENCOUNTERS. PRESENTED IN THE DOCUMENT ARE: (1) METHODS FOR TEACHING THE VARIOUS SALES

CONCEPTS, (2) SUPPORTIVE TRANSPARENCIES, AND (3) STUDENT HANDOUTS. (SN)

VT 100 814
EVERHARDT, RICHARD M.
DICTIONARY OF MARKETING TERMS.

JEFFERSON SENIOR HIGH SCHOOL, DELPHOS, OHIO.
MF AVAILABLE IN VT-ERIC SET.
THE DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 102P.

DESCRIPTORS - *DICTIONARIES; *DEFINITIONS; *GLOSSARIES; *MARKETING; *DISTRIBUTIVE EDUCATION; REFERENCE BOOKS

ABSTRACT - DESIGNED AS AN AID TO ASSIST STUDENTS IN DISTRIBUTIVE EDUCATION COURSES, THIS DOCUMENT CONTAINS THE DEFINITIONS OF MORE THAN 1200 MARKETING TERMS. ENTERED IN ALPHABETICAL ORDER, THE WORDS AND DEFINITIONS LISTED WERE TAKEN FROM OVER TEN COLLEGE AND HIGH SCHOOL TEXTBOOKS AND INCLUDE TERMS USED IN RETAILING, WHOLESALING, ECONOMICS, AND INVESTMENTS. (SN)

VT 100 816
MEYER, LEO A.
OCCUPATIONAL PROGRAMS IN CALIFORNIA PUBLIC COMMUNITY COLLEGES. 1973-1974.

CALIFORNIA COMMUNITY COLLEGES. SACRAMENTO. OFFICE OF THE CHANCELLOR.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN73 163P.

DESCRIPTORS - *COMMUNITY COLLEGES; *EDUCATIONAL PROGRAMS; *VOCATIONAL EDUCATION; *DIRECTORIES; *EDUCATIONAL OPPORTUNITIES
IDENTIFIERS - *CALIFORNIA

ABSTRACT - REVISED TO PROVIDE A MORE CONVENIENT ACCESS TO THE KINDS OF INFORMATION DESIRED BY STUDENTS AND COUNSELORS, THIS DIRECTORY OF 99 PUBLIC COMMUNITY COLLEGES IN CALIFORNIA CONTAINS COURSE OFFERINGS OF OVER 3,400 OCCUPATIONAL PROGRAMS. SECTION I CONTAINS GENERAL INFORMATION ABOUT CALIFORNIA COMMUNITY COLLEGES: COST, ADMISSION PROCEDURES, AND SPECIAL SERVICES AVAILABLE. SECTION II CONTAINS CHARTS LISTING THE PROGRAMS OFFERED BY EACH COLLEGE IN THE FOLLOWING AREAS: (1) AGRICULTURE, (2) BUSINESS AND OFFICE, (3) COMMUNICATIONS, (4) CRIMINAL JUSTICE, (5) ELECTRICAL--ELECTRONICS, (6) ENGINEERING TECHNOLOGY, (7) ENVIRONMENTAL AND NATURAL RESOURCES, (8) HEALTH SERVICES, (9) HOME ECONOMICS AND FOOD SERVICES, (10) MID-MANAGEMENT AND SUPERVISION, (11) SCIENCE AND LABORATORY OCCUPATIONS, (12) SERVICE OCCUPATIONS, AND (13) TRADES AND INDUSTRIES. SECTION III CONTAINS A DATA SHEET ON EACH COLLEGE LISTING ALL THE OCCUPATIONAL PROGRAMS THAT THE COLLEGE OFFERS. AN INDEX IS PROVIDED IN SECTION IV. (MU)

VT 100 819
VIRGINIA COMMONWEALTH UNIV., RICHMOND. SCHOOL OF EDUCATION.
LEARNING RESOURCES CENTER MATERIALS AND CAPABILITIES CATALOG.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 132P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS CENTERS; *RESOURCE CENTERS; *RESOURCE MATERIALS; *EDUCATIONAL RESOURCES; *DISTRIBUTIVE EDUCATION; *CATALOGS
IDENTIFIERS - *LEARNING RESOURCE CENTER; RICHMOND

ABSTRACT - THE CENTER IS DESCRIBED BY ITS MISSION, THE SERVICES IT OFFERS TO THE EDUCATIONAL COMMUNITY, AND ITS THREE UNITS: DESIGN AND DEVELOPMENT, PUBLIC INFORMATION AND MARKETING, AND THIS REFERENCE CATALOG OF DISTRIBUTIVE EDUCATION INSTRUCTIONAL MATERIALS. IN THE LATTER, A LISTING OF ITS ACQUISITIONS AS OF DECEMBER 4, 1972 AND A SUPPLEMENT, DATED MAY 23, 1973, ARE ARRANGED ACCORDING TO A COMPETENCY-BASED CLASSIFICATION.

MATERIALS ARE CLASSED AS EITHER TECHNICAL (COMPETENCIES NEEDED BY WORKERS) OR PROFESSIONAL (PREPARATION OF TEACHERS). THE SUBCOMPETENCIES WITHIN THESE TWO GENERAL GROUPS ARE FURTHER DIVIDED BY TYPE OF FORMAT. AN INDEX TO THE CATALOG AND ORDERING AND LOAN INFORMATION ARE INCLUDED. (AUTHOR/MU)

VT 100 822
CURRICULUM AND INSTRUCTIONAL MATERIALS DEVELOPMENT. PROFILE. TEN STATE CONSORTIUM.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *EDUCATIONAL NEEDS; *CURRICULUM RESEARCH; *CURRICULUM PLANNING; *CURRICULUM DEVELOPMENT
IDENTIFIERS - *TEN STATE CONSORTIUM

ABSTRACT - THE DOCUMENT LISTS THE CURRICULUMS THAT ARE UNDER DEVELOPMENT, PLANNED FOR DEVELOPMENT, OR IDENTIFIED AS A NEED FOR THE STATES OF NORTH DAKOTA, SOUTH DAKOTA, NEBRASKA, KANSAS, MISSOURI, ARKANSAS, OKLAHOMA, TEXAS, COLORADO, AND NEW MEXICO. ARRANGED BY VOCATIONAL FIELD, EACH ENTRY PROVIDES THE FOLLOWING INFORMATION: (1) A TITLE AND DESCRIPTION OF THE COURSE, (2) THE NAME AND ADDRESS OF A PERSON TO REACH CONCERNING IT, (3) THE STATE OF ORIGIN OF THE PROJECT, AND (4) THE EXPECTED DATE OF COMPLETION. VOCATIONAL FIELDS INCLUDED ARE AGRICULTURE, DISTRIBUTIVE EDUCATION, HOME ECONOMICS, HEALTH EDUCATION, BUSINESS EDUCATION, TRADE AND INDUSTRY, AND CAREER EDUCATION. (MU)

VT 100 844
BUCKS COUNTY TECHNICAL SCHOOL
COURSE OUTLINE IN FOOD SERVICES AND HOSPITALITY FOR 10TH, 11TH, AND 12TH GRADES.

BUCKS COUNTY TECHNICAL SCHOOL, FAIRLESS HILLS, PA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 23P.

DESCRIPTORS - *CURRICULUM GUIDES; COURSE CONTENT; *COURSE DESCRIPTIONS; COURSE ORGANIZATION; SECONDARY GRADES; *FOOD SERVICE; *FOOD SERVICE INDUSTRY
IDENTIFIERS - *BUCKS COUNTY TECHNICAL SCHOOL

ABSTRACT - THIS OUTLINE DESCRIBES THE FOOD SERVICES AND HOSPITALITY COURSE OFFERED TO SENIOR HIGH SCHOOL STUDENTS AT THE BUCKS COUNTY TECHNICAL SCHOOL. SPECIFICALLY, THE COURSE SEEKS TO PROVIDE STUDENTS WITH A WORKABLE KNOWLEDGE OF FOOD SERVICES, AND FOSTER IN THEM A SENSE OF PERSONAL PRIDE FOR QUALITY WORKMANSHIP. IN ADDITION TO A STATEMENT OF THE PHILOSOPHY UNDERLYING THE COURSE'S DEVELOPMENT AND ITS INSTRUCTIONAL COMPONENTS AND PRESCRIBED TEACHING METHODOLOGY, THE FOLLOWING ARE INCLUDED IN THE CONTENTS: (1) GENERAL AND SPECIFIC COURSE OBJECTIVES, (2) INSTRUCTIONAL AIDS AND A LIST OF REFERENCES, (3) SCHEDULED INSTRUCTIONAL OPERATIONS, (4) THE ORGANIZATIONAL ARRANGEMENT OF THE COURSE, (5) REQUIRED RECORDS AND FORMS, (6) COURSE REGULATIONS AND EQUIPMENT TO BE UTILIZED, (7) CURRICULUM CONTENT, (8) GRADING AND EVALUATION POLICIES TO BE FOLLOWED, AND (9) PLACEMENT AND FOLLOW UP OPERATIONS. (SN)

VT 100 858
KAISER, ELIZABETH
MARKETING AND DISTRIBUTION. K-5.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - AUG72 36P.

DESCRIPTORS - *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; CAREER EDUCATION; *VOCATIONAL DEVELOPMENT; DISADVANTAGED YOUTH; ELEMENTARY

GRADES; SECONDARY GRADES; *OCCUPATIONS; CAREERS; *OCCUPATIONAL INFORMATION; *MARKETING
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS IS ONE OF A SERIES OF TEACHING GUIDES RESULTING FROM A WORKSHOP SPONSORED BY THE OMAHA PUBLIC SCHOOL SYSTEM DURING THE SUMMER OF 1972. THE PURPOSE OF THE WORKSHOP WAS TO DEVELOP A MORE COMPREHENSIVE CAREER EDUCATION PROGRAM AIMED PRIMARILY AT INCREASING DISADVANTAGED YOUTHS' AWARENESS OF THE WORLD OF WORK. THIS PARTICULAR GUIDE FOCUSES ON MARKETING AND DISTRIBUTION AND IS DESIGNED FOR USE AT LEVELS K-12. SPECIFIC CONTENTS INCLUDE: (1) AN INTRODUCTION TO THE UNIT, (2) THE CONCEPTS AND OBJECTIVES TO BE EMPHASIZED, (3) UNIT ACTIVITIES, (4) DISCUSSION QUESTIONS, (5) SUBJECT AREAS TO BE COVERED, (6) MATH, READING, SPELLING, AND ART WORKSHEETS, AND (7) DEFINITIONS AND REFERENCE SOURCES. (SN)

VT 100 871
RUDNICK, KAREN B., COMP., AND OTHERS
KNOW YOUR TRAINING STATION.

HENRICO COUNTY SCHOOL SYSTEM, HIGHLAND SPRINGS, VA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL73 35P.

DESCRIPTORS - MANUALS; *DISTRIBUTIVE EDUCATION; *STUDY GUIDES; *MARKETING; *AGRIBUSINESS; SECONDARY GRADES; POST SECONDARY EDUCATION; PROGRAMED MATERIALS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *TRAINING MANUALS

ABSTRACT - THIS TRAINING MANUAL WAS DEVELOPED FOR USE BY DISTRIBUTIVE EDUCATION STUDENTS PREPARING FOR ROLES IN THE FIELD OF MARKETING AND DISTRIBUTION. ITS PURPOSE IS TO ASSIST THE STUDENTS IN ORGANIZING INFORMATION ABOUT BUSINESS OPERATIONS AND IN ANALYZING THE DUTIES AND RESPONSIBILITIES OF THE JOBS INCURRED. PROVIDED ARE WORKSHEETS TO BE USED IN THE STUDY OF THE BUSINESS TRANSACTIONS AS WELL AS A SUPPLY OF BLANK PAGES AT THE BACK OF THE DOCUMENT FOR RECORDING EXPERIENCES AND/OR LEARNING EXPERIENCES NOT INCLUDED IN THE FORMS. (SN)

VT 100 876
A HANDBOOK FOR TRAINING SPONSORS.

DELAWARE STATE COLL., DOVER. DEPT. OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *MANUALS; GUIDES; *TRAINING TECHNIQUES; LEADERSHIP TRAINING; *SUPERVISORY TRAINING; VOCATIONAL EDUCATION; *DISTRIBUTIVE EDUCATION; *DISTRIBUTIVE EDUCATION TEACHERS; VOCATIONAL EDUCATION TEACHERS

ABSTRACT - THE INTENT OF THIS HANDBOOK IS TO ASSIST IN THE ORGANIZATION AND DEVELOPMENT OF PROGRAMS DESIGNED TO TRAIN SPONSORS IN WORKING WITH STUDENT TRAINEES ENROLLED IN DISTRIBUTIVE EDUCATION PROGRAMS. SPECIFIC CONTENTS INCLUDE, IN ADDITION TO AN INTRODUCTION, DEFINITION OF TERMS, AND ORIENTATION STATEMENTS, INFORMATION ON: (1) COOPERATIVE TRAINING, (2) GENERAL PROCESSES INVOLVED IN TEACHING THE STUDENT TRAINEE, (3) THE ROLE OF LEADERSHIP AND SUPERVISION, AND (4) WHAT THE EVALUATION PROCESS INVOLVES. SUPPLEMENTING THE DOCUMENT IS AN APPENDIX CONTAINING AN ORIENTATION CHECK LIST, WORK EXPERIENCE AREAS, A PLAN FOR TEACHING THE STUDENT TRAINEE, HIGHLIGHTED CHARACTERISTICS OF YOUNG WORKERS, AND SAMPLE EVALUATION FORMS. (SN)

VT 100 877
GALYEAN, DAN
DISTRIBUTIVE EDUCATION FOR GUIDANCE COUNSELORS.

DELAWARE STATE COLL., DOVER. DEPT. OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 17P.

DESCRIPTORS - *MANUALS; GUIDES;

*DISTRIBUTIVE EDUCATION; SECONDARY GRADES; COUNSELORS; *SECONDARY SCHOOL COUNSELORS; *GUIDANCE PERSONNEL; *STUDENT PLACEMENT; ADMISSION CRITERIA

ABSTRACT - THE TWO-FOLD PURPOSES UNDERLYING THE DEVELOPMENT OF THIS DOCUMENT WERE: TO PROVIDE HIGH SCHOOL GUIDANCE PERSONNEL WITH A MORE COMPREHENSIVE VIEW OF THE DISTRIBUTIVE EDUCATION PROGRAM AND ITS OPERATIONS AND TO ASSIST THEM IN THE IDENTIFICATION, SELECTION, AND PLACEMENT OF STUDENTS IN SUCH PROGRAMS. SPECIFIC CONTENTS INCLUDE: (1) AN INTRODUCTION, (2) A BRIEF EXPLANATION OF MARKETING AND DISTRIBUTION, (3) DEFINITION OF DISTRIBUTIVE EDUCATION TERMS, AND (4) INFORMATION ON SUCH TOPICS AS TYPES OF PROGRAMS, AREAS OF INSTRUCTION, SELECTION OF DISTRIBUTIVE EDUCATION STUDENTS, OPPORTUNITIES FOR CONTINUING EDUCATION, AND SUGGESTED FORMS FOR COUNSELORS. (SN)

VT 100 889
SALES SCRIPTS.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LAB., THE OHIO STATE UNIV., 1885 NEIL AVE., 115 TOWNSHEND HALL, COLUMBUS, OH 43210
PUB DATE - MAR74 53P.

DESCRIPTORS - *SCRIPTS; *INSTRUCTIONAL MATERIALS; *SALESMANSHIP; *DISTRIBUTIVE EDUCATION; RETAILING; SECONDARY GRADES

ABSTRACT - CONTAINED IN THIS DOCUMENT ARE TEN SALES SCRIPTS WHICH WERE RECORDED AT THE OHIO DISTRIBUTIVE EDUCATION CLUBS OF AMERICA SALES DEMONSTRATION FINALS IN MARCH OF 1974. INTENDED FOR USE BY STUDENTS INVOLVED IN THE STUDY OF EFFECTIVE SALESMANSHIP TECHNIQUES, THE CONTENTS OF THIS BOOKLET ALLOW FOR ROLE PLAY AND DISCUSSION AND EVALUATION OF THE WEAK AND STRONG POINTS OF EACH SALE. VIDEO-TAPES OF THE FIRST FIVE WINNERS IN THE STATE COMPETITION AND THE FIRST THREE WINNERS IN NATIONAL COMPETITION MAY BE OBTAINED FROM THE OHIO DISTRIBUTIVE EDUCATION MATERIALS LAB. (SN)

VT 100 890
CANEI, ROBERT
EFFECTIVE RETAIL SALES TECHNIQUES.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LAB., THE OHIO STATE UNIV., 1885 NEIL AVE., 115 TOWNSHEND HALL, COLUMBUS, OH 43210
PUB DATE - ND 250P.

DESCRIPTORS - MANUALS; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; POST SECONDARY EDUCATION; *ADULT STUDENTS; ADULT EDUCATION; *ADULT VOCATIONAL EDUCATION; *RETAILING; DISTRIBUTIVE EDUCATION; *SALESMANSHIP

ABSTRACT - THIS MANUAL IS INTENDED TO AID BUSINESS INSTRUCTORS IN THE TEACHING OF RETAIL SALES TO PERSONS PREPARING FOR EMPLOYMENT IN RETAIL ESTABLISHMENTS AS WELL AS THOSE ALREADY WORKING. INCLUDED ARE FIVE LESSONS ARRANGED BY SESSIONS, COMPLETE WITH INFORMATIONAL CONCEPTS TO BE EMPHASIZED, HANDOUTS, AND TRANSPARENCIES. TITLES OF THE LESSONS ARE: (1) EMPLOYEE AND CUSTOMER RELATIONS, (2) APPROACHES AND PRESENTATIONS, (3) OBJECTIONS AND CLOSING THE SALE, (4) SUGGESTION SELLING, AND (5) SALES DEMONSTRATION. AN APPENDIX CONTAINING EVALUATION SUGGESTIONS, EXAMPLES OF PROMOTIONAL DEVICES. FILMS, CASE STUDIES, AND ADDITIONAL HANDOUTS AND TRANSPARENCY MASTERS SUPPLEMENT THE DOCUMENT. (SN)

VT 100 901

HARWOOD, DAVID, COMP., AND OTHERS
MARKETING & DISTRIBUTION.
ORIENTATION HANDBOOK.

HENRICO COUNTY SCHOOL SYSTEM,
HIGHLAND SPRINGS, VA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *MANUALS; INSTRUCTIONAL MATERIALS; *GUIDES; *DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; *ORIENTATION MATERIALS

ABSTRACT - THIS HANDBOOK WAS DEVELOPED TO ASSIST HIGH SCHOOL STUDENTS ENROLLED IN DISTRIBUTIVE EDUCATION CLASSES. IT IS INTENDED AS AN INTRODUCTION TO THE FIELD OF MARKETING AND DISTRIBUTION. SPECIFIC CONTENTS INCLUDE: (1) PERFORMANCE GOALS FOR MARKETING I AND II CLASSES, (2) AN OVERVIEW OF THE DISTRIBUTIVE EDUCATION PROGRAM AND THE COOPERATIVE PLAN BY WHICH IT OPERATES, (3) A LISTING OF CAREER OPPORTUNITIES IN MARKETING, (4) AN OUTLINE OF THE CONTENT OF THE SECOND YEAR MARKETING COURSE, (5) GENERAL OBJECTIVES OF DISTRIBUTIVE EDUCATION, (6) RESPONSIBILITIES OF DISTRIBUTIVE EDUCATION STUDENTS, AND (7) A COPY OF THE STUDENT TRAINING AGREEMENT. SOCIAL SECURITY FORM, FIELD TRIP PERMISSION BLANK, WORK PERMIT BLANK, AND STUDENT PROGRESS AND PRODUCTION REPORTS. SUPPLEMENTING THE GUIDE IS INFORMATION ON THE DISTRIBUTIVE EDUCATION CLUBS OF AMERICA. (SN)

VT 100 908

KINCHEN, PAULETTE W.
A GUIDE TO THE PREPARATION OF A
STUDIES IN MARKETING MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
STATE DEPT. OF EDUCATION, OFFICE OF VOCATIONAL EDUCATION, DISTRIBUTIVE EDUCATION SECTION, COLUMBIA, S.C. 29201
PUB DATE - 72 60P.

DESCRIPTORS - *STUDENT PROJECTS; *DISTRIBUTIVE EDUCATION; *GUIDES; *PROJECT TRAINING METHODS; RESEARCH PROJECTS; *STUDENT RESEARCH
IDENTIFIERS - *DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - THIS GUIDE IS FOR THE USE OF DISTRIBUTIVE EDUCATION TEACHERS WHO ARE PLANNING TO USE STUDENT MARKETING RESEARCH STUDIES AS A TEACHING METHOD IN THEIR CLASSES. SINCE ALL SUCH RESEARCH STUDIES IN DISTRIBUTIVE EDUCATION ARE JUDGED BY NATIONAL DECA STANDARDS, THE DECA HANDBOOK IS USED AS THE ORIGINAL GUIDE FOR THIS BROCHURE. PROCEDURES FOR MEETING THE STANDARDS ARE ORGANIZED IN THE FOLLOWING MANNER: (1) ORIENTATION, (2) THE ADVISORY COMMITTEE, (3) THE METHOD OF THE STUDY, (4) DATA COLLECTION, (5) DATA PROCESSING, (6) DOCUMENTATION, AND (7) EXAMPLES OF STUDIES IN VARIOUS ECONOMIC AREAS. A COMPLETE STUDY IS REPRODUCED AND INCLUDED HERE. (MU)

VT 101 017

COOPER, ELMER L., AND OTHERS
STUDENT INJURY AND TEACHER
LIABILITY. A SELF-INSTRUCTIONAL
UNIT.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB-PM-20
PUB DATE - 74 50P.

DESCRIPTORS - *TEACHER RESPONSIBILITY; *VOCATIONAL EDUCATION TEACHERS; *LEGAL RESPONSIBILITY; *LEGAL PROBLEMS; *SCHOOL SAFETY; LAWS; AUTOINSTRUCTIONAL AIDS

ABSTRACT - TO INCREASE THE VOCATIONAL TEACHER'S AWARENESS IN MATTERS INVOLVING THE POSSIBILITY OF TORT, THIS SELF-INSTRUCTION UNIT PROVIDES THE GENERAL PRINCIPLES OF

LAW GOVERNING TORT AND A NUMBER OF INSTANCES APPLICABLE TO VOCATIONAL EDUCATION TEACHERS. EXAMPLES OF STUDENT INJURY AND TEACHER LIABILITY ARE GIVEN IN NARRATIVE FORM USING A PROGRAMMED TEXT FORMAT FOR SELF STUDY. (AUTHOR/MU)

VT 101 031
KNOX, PHIL
THE SCHOOL STORE. A RETAIL LABORATORY FOR DISTRIBUTIVE EDUCATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LAB., THE OHIO STATE UNIV., 1885 NEIL AVE., 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - MAR74 119P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROJECT TRAINING METHODS; *MERCHANDISING; *TRAINING LABORATORIES; MANUALS

ABSTRACT - THIS MANUAL PROVIDES GUIDELINES TO THE VOCATIONAL TEACHER WHO PLANS TO IMPLEMENT A SCHOOL STORE IN THE DISTRIBUTIVE EDUCATION PROGRAM OF A SECONDARY SCHOOL. INFORMATION CONCERNING PLANNING AND PROPOSING THE RETAIL LABORATORY, THE USE OF VENDOR LICENSE AND SALES TAX, STORE LAYOUT, PURCHASING POLICIES, MERCHANDISING IDEAS AND STORE RULES ARE INCLUDED. SAMPLES OF OVER 25 TYPES OF FORMS USED IN THE CONDUCT OF THE SCHOOL STORE ARE PROVIDED. (MU)

VT 101 039
CREDIT CARD FRAUD. STORE SECURITY.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS.
MF AVAILABLE IN VT-ERIC SET.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LAB., THE OHIO STATE UNIV., 1885 NEIL AVE., 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 55P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *MANUALS; *TEACHING GUIDES; *SALES WORKERS; DISTRIBUTIVE EDUCATION; *CREDIT (FINANCE); ADULT EDUCATION
IDENTIFIERS - *CREDIT CARD FRAUDS

ABSTRACT - INTENDED TO ASSIST IN REDUCING CREDIT CARD FRAUD IN BUSINESS ESTABLISHMENTS, THIS COURSE CAN BE USED IN TRAINING EMPLOYEES TO EFFECTIVELY CONTROL THE PROBLEM AND TO INFORM THE PUBLIC OF THE PENALTIES FOR CONVICTION OF SUCH A CRIME. A TEACHING OUTLINE FOR THE COURSE IS PRESENTED WITH CONTENT AND SUGGESTED METHODOLOGY. ROUGHLY ORGANIZED FOR A 3-SESSION PROGRAM, THE COURSE COVERS SUCH TOPICS AS: (1) WAYS FRAUDULENT CARDS ARE OBTAINED AND USED, (2) SUGGESTIONS FOR REDUCING BUSINESS LOSSES VIA CREDIT CARD FRAUD, AND (3) LEGAL ASPECTS OF THE CRIME. SAMPLE HANDOUT SHEETS AND A BIBLIOGRAPHY FOR FURTHER REFERENCE ARE INCLUDED. (KH)

VT 101 043
MOORE, NORMAN R., ED.
LEARNING MATERIALS. FREE AND INEXPENSIVE. 17TH BIENNIAL EDITION.

GEORGE PEABODY COLL. FOR TEACHERS, NASHVILLE, TENN. DIV. OF SURVEYS AND FIELD SERVICES.
MF AVAILABLE IN VT-ERIC SET.
DIV. OF SURVEYS AND FIELD SERVICES, GEORGE PEABODY COLLEGE FOR TEACHERS, NASHVILLE, TENN. 37203 ($3.50).
PUB DATE - 74 251P.

DESCRIPTORS - *INSTRUCTIONAL AIDS; *INSTRUCTIONAL MATERIALS; *EDUCATIONAL RESOURCES; *RESOURCE GUIDES
IDENTIFIERS - *LOW COST INSTRUCTIONAL MATERIALS

ABSTRACT - THIS DOCUMENT IS THE LATEST EDITION OF A GUIDE TO EDUCATIONAL MATERIALS OBTAINABLE FROM PUBLIC AND PRIVATE SOURCES AT LITTLE OR NO COST. AN ANNOTATION FOR EACH OF MORE THAN 2,800 ITEMS

INCLUDED A DESCRIPTION OF THE ITEM, ITS SIZE, PRICE, AND ORDERING INFORMATION. ENTRIES ARE ARRANGED ALPHABETICALLY BY SUBJECT HEADINGS, CROSS-REFERENCED, AND INDEXED. AMONG THE AIDS LISTED ARE PAMPHLETS, CHARTS, MAPS, OUTLINES, UNITS, ACTIVITIES, PROJECTS AND FILMS. (KH)

VT 101 048
PERSONALITY DEVELOPMENT.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *ADULT EDUCATION; *PERSONALITY DEVELOPMENT; *TEACHING GUIDES; TEACHING METHODS; *INSTRUCTIONAL MATERIALS; COURSE CONTENT

ABSTRACT - THIS TEACHING GUIDE FOR A COURSE IN PERSONALITY DEVELOPMENT CONTAINS AN OUTLINE OF MATERIAL TO BE COVERED IN SIX SESSIONS. DESIGNED FOR USE IN AN ADULT EDUCATION PROGRAM, THE GUIDE COVERS SUCH AREAS AS PERSONALITY INVENTORIES, EFFECTIVE COMMUNICATION, SUGGESTIONS FOR SPEECH-MAKING, AND ELEMENTS OF HUMAN UNDERSTANDING. DETAILED TEACHING SUGGESTIONS ARE PROVIDED AS WELL AS SAMPLE HANDOUT SHEETS WHICH CORRELATE WITH THE CLASSROOM INSTRUCTION. (KH)

VT 101 049
THE MONTGOMERY WARD PRE-CHRISTMAS TRAINING MANUAL.

MONTGOMERY WARD CO., AKRON, OHIO.; OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN69 125P.

DESCRIPTORS - *MANUALS; *SALES WORKERS; COURSE CONTENT; *TRAINING TECHNIQUES; *ADULT EDUCATION; GROUP INSTRUCTION; *INSTRUCTIONAL MATERIALS; SALES OCCUPATIONS; DISTRIBUTIVE EDUCATION; *RETAILING

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO PROVIDE THE CLASSROOM INSTRUCTOR WITH A DETAILED COURSE OUTLINE FOR TRAINING EFFICIENT MONTGOMERY WARDS SALESPERSONS. ALTHOUGH DESIGNED FOR EIGHT 2-HOUR SESSIONS, THE MATERIAL IS FLEXIBLY PRESENTED FOR ADAPTATION TO VARIOUS SCHEDULES. THE LEFT HAND COLUMN OF THE OUTLINE DESCRIBES THE CONCEPTS TO BE TAUGHT, WHILE THE RIGHT HAND COLUMN GIVES THE SUGGESTED METHODOLOGY. DIRECTIONS FOR OBTAINING THE NECESSARY AUDIO-VISUAL MATERIALS ARE INCLUDED IN THE MANUAL AS ARE SAMPLE TRANSPARENCIES TO BE PROCESSED BY THE INSTRUCTOR. THE COURSE COVERS SUCH TOPICS AS SALES TECHNIQUES, CASH REGISTER PROCEDURES, COMPANY POLICIES AND STORE SECURITY. (KH)

VT 101 050
TOTH, ELIZABETH ANN
MYSTERY OF SELLING TO WOMEN.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 94P.

DESCRIPTORS - *MANUALS; *SALESMANSHIP; INDIVIDUAL STUDY; MOTIVATION TECHNIQUES; COMMUNICATION SKILLS; *INSTRUCTIONAL MATERIALS; *FEMALES; *RETAILING

ABSTRACT - THIS MANUAL OF SALESMANSHIP TECHNIQUES FOR SELLING TO WOMEN PROSPECTS IS CONSTRUCTED TO BE APPLICABLE TO BOTH CLASSROOM TEACHING AND SELF-INSTRUCTION. THE MANY SELF-DEVELOPMENT MATERIALS CONTAINED IN THE GUIDE COULD BE USEFUL TO SUPERVISORS AND EXECUTIVES AS WELL AS TO SALESPEOPLE. THE COURSE OFFERS SUGGESTIONS FOR THE APPLICATION OF MODERN TECHNIQUES OF MOTIVATION, COMMUNICATION, AND HUMAN ENGINEERING TO RETAIL SELLING. RELATED MATERIALS ON SALES METHODS ARE APPENDED ALONG WITH A GLOSSARY OF TERMS AND A BIBLIOGRAPHY. (KH)

VT 101 051
THE NEWSPAPER AS A TEACHING DEVICE.

BOWLING GREEN STATE UNIV., OHIO.;
OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS
LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 34P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *NEWSPAPERS; *ACTIVITY UNITS; *MANUALS; SKILL DEVELOPMENT; *TEACHING GUIDES; TEACHING METHODS

ABSTRACT - THE VARIOUS TEACHING METHODS IN THIS MANUAL, WITH THE NEWSPAPER AS THE PRIMARY INSTRUMENT FOR LEARNING, HAVE BEEN LISTED UNDER MAJOR UNITS TAUGHT IN MOST DISTRIBUTIVE EDUCATION PROGRAMS. SUGGESTIONS ARE GIVEN FOR USING A DAILY NEWSPAPER TO TEACH ADVERTISING, BUSINESS COMMUNICATION, PRICING POLICY, DISPLAY, JOB APPLICATION, ECONOMICS AND OTHER SKILLS THAT CAN BE APPLIED TO THE STUDENTS' WORK EXPERIENCES. EACH UNIT INCLUDES A LIST OF OBJECTIVES FOLLOWED BY A TEACHING PLAN CONSISTING OF TOPICS TO BE COVERED AND THE CORRESPONDING TECHNIQUES FOR INSTRUCTION. (KH)

VT 101 052
KOENINGER, JIMMY G.; KOENINGER,
GLEN
THE CONSUMER'S PURCHASING AGENT--
THE RETAIL BUYER.

MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL.
COLUMBUS, OHIO 43210.
PUB DATE - JAN72 55P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *RETAILING; *MERCHANDISING; *MARKETING; *PURCHASING

ABSTRACT - THIS MANUAL WAS DEVELOPED TO PROVIDE DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS WITH INSTRUCTIONAL MATERIALS THAT CAN BE USED TO SUPPLEMENT EXISTING TEXTBOOK OFFERINGS IN THE AREA OF RETAIL BUYING. THE MANUAL CONTAINS FOUR SECTIONS ON OUTLINE, REFERENCES, ACTIVITY MATERIALS, AND TRANSPARENCY MASTERS. THE TEACHING GUIDE IS DIVIDED INTO FOUR COLUMNS. THE FIRST COLUMN INCLUDES A SUGGESTED INSTRUCTIONAL OUTLINE. COLUMN TWO, WITH THE HEADING "T" IDENTIFIES THE TRANSPARENCY THAT CORRESPONDS WITH THE OUTLINE. THE THIRD COLUMN DENOTES THE STUDENT ACTIVITY THAT CORRESPONDS WITH THE OUTLINE AND COLUMN FOUR GIVES SUGGESTIONS AND REFERENCES. CONTENT COVERS THE FOLLOWING TOPICS: (1) THE ROLE OF RETAILING, (2) DETERMINING WHAT MERCHANDISE TO BUY, (3) SELECTING BUYING SOURCES, (4) NEGOTIATING FOR MERCHANDISE, AND (5) THE MERCHANDISE ORDER. (AUTHOR/MU)

VT 101 054
ORIENTATION TO MARKETING CAREERS.

FLORIDA STATE DEPT. OF EDUCATION,
TALLAHASSEE. DIV. OF VOCATIONAL,
TECHNICAL AND ADULT EDUCATION.
DOCUMENT NOT AVAILABLE IN VT-ERIC
SET.
PUB DATE - 74 330P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MARKETING; *OCCUPATIONAL INFORMATION; *CURRICULUM GUIDES; TEACHING GUIDES; *CAREER OPPORTUNITIES

ABSTRACT - THIS CURRICULUM GUIDE, DEVELOPED AROUND THE EIGHT MARKETING FUNCTIONS, CONTAINS A TEACHING GUIDE AND A SECTION OF STUDENT MATERIALS FOR A 6 OR 9-WEEK UNIT OF INSTRUCTION AT THE MIDDLE OR JUNIOR HIGH SCHOOL LEVEL. THE TEACHING GUIDE CONTAINS SUBJECT MATTER CONCEPTS OF MARKETING FUNCTIONS AND INDUSTRIES, LEARNING ACTIVITIES, RESOURCES, AND KEYS TO TESTS. THE STUDENT SECTION CONTAINS HANDOUTS, PRE-AND POSTTESTS, AND SPECIAL RESOURCES. MATERIAL IS KEYED TO THE LEARNING OBJECTIVES OF OCCUPATIONAL INFORMATION, MARKETING ACTIVITIES, AND TYPES OF MARKETING BUSINESSES. THE GUIDE IS ORGANIZED SO THAT THE TEACHER MAY USE ONE UNIT OR MORE AS BEST FITS THE NEEDS

OF THE COURSE IN OCCUPATIONAL ORIENTATION IN WHICH IT IS USED. (MU)

VT 101 057
URBAN, STANLEY J., ED.; TSUJI, THOMAS, ED.
THE SPECIAL NEEDS STUDENT IN VOCATIONAL EDUCATION: SELECTED READINGS.

MSS INFORMATION CORP., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
MSS INFORMATION CORP., 655 MADISON AVE., N.Y., N.Y. 10021 ($7.50)
PUB DATE - JUN74 286P.

DESCRIPTORS - *SPECIAL EDUCATION; *VOCATIONAL EDUCATION; *HANDICAPPED STUDENTS; EDUCABLE MENTALLY HANDICAPPED; PHYSICALLY HANDICAPPED; *DISADVANTAGED YOUTH; EMPLOYMENT POTENTIAL; FEDERAL LAWS; *RESOURCE MATERIALS

ABSTRACT - A BOOK ABOUT "SPECIAL NEEDS" CHILDREN IN VOCATIONAL EDUCATION, THIS VOLUME FOCUSES ON IDEAS AND ISSUES RELATED TO THE GENERAL PROBLEM OF DELIVERING SPECIAL EDUCATIONAL SERVICES; THE ROLE OF LAW IN ASSURING THAT THE SPECIAL NEEDS CHILD RECEIVES VOCATIONAL TRAINING; HANDICAPPED AND DISADVANTAGED CHILDREN IN VOCATIONAL EDUCATION CLASSES; CAREER EDUCATION AND THE CHILD WITH SPECIAL NEEDS; THE IMPORTANCE OF PROPER PERSONNEL IN IMPLEMENTING PROGRAMS; AND THE IMPORTANCE OF UNDERSTANDING SOURCES OF ASSISTANCE. THE BOOK IS AIMED AT THE CURRENT OR POTENTIAL VOCATIONAL EDUCATOR WHO HAS LITTLE BACKGROUND IN THE EDUCATION OF THE HANDICAPPED OR DISADVANTAGED. ARTICLES ARE FROM A WIDE VARIETY OF SOURCES, SOME EMPIRICAL AND OTHERS DESCRIPTIVE. OPPOSING VIEWPOINTS ARE PRESENTED TO SHOW THAT THERE IS NOT NECESSARILY ONE BEST WAY TO PROVIDE FOR SPECIAL STUDENTS. (MF)

VT 101 202
POWERS, THOMAS F., AND OTHERS
DEVELOPMENT OF A VALIDATED INSTRUCTIONAL SYSTEM FOR HOSPITALITY EDUCATION. SECOND ANNUAL REPORT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01JUL73 183P.

DESCRIPTORS - *MANAGEMENT GAMES; *INSTRUCTIONAL SYSTEMS; *POST SECONDARY EDUCATION; *FOOD SERVICE OCCUPATIONS; *HOME ECONOMICS EDUCATION; VOCATIONAL EDUCATION; INDIVIDUALIZED INSTRUCTION; ASSOCIATE DEGREES
IDENTIFIERS - HOSPITALITY EDUCATION

ABSTRACT - THIS DOCUMENT REPORTS THE DEVELOPMENT OF THE THIRD IN A SERIES OF SELF-INSTRUCTIONAL MODULES FOR USE IN A SEMINAR PRACTICUM IN FOOD SERVICES OCCUPATIONS. THE THIRD MODULE, FOOD OPERATING SYSTEMS, WAS INTENDED TO SUPPLY THE STUDENT WITH DIVERSE TOOLS NECESSARY TO UNDERTAKE A SET OF NON-COMPUTERIZED MANAGEMENT GAMES INVOLVING THE DESIGN OF A RESTAURANT FROM CONCEPTUALIZATION TO MENU, PHYSICAL LAYOUT DRAWINGS, SCHEDULING, AND PROJECTED STATEMENT OF INCOME AND EXPENSE. THIS MODULE IS APPENDIX A OF THE REPORT. THE SEMINAR PRACTICUM IS PART OF AN ASSOCIATE DEGREE IN HOTEL AND FOOD SERVICE AND RELIES ON COMMUNITY INVOLVEMENT FOR SUPPORT. APPENDIX B INCLUDES FOUR PAPERS PRESENTED AT THE AMERICAN HOME ECONOMICS ASSOCIATION CONVENTION, ONE ON SYSTEMS DESIGN, ONE ON DEVELOPING MODULES, ONE ON IMPLEMENTING THE SYSTEM, AND ONE ON PRELIMINARY VALIDATION ACTIVITIES. A MAIN IMPLICATION OF THE USE OF THESE MODULES IS THE ELIMINATION OF THE NECESSITY FOR A NORMAL LABORATORY FACILITY. (AUTHOR/LJ)

VT 101 203
PALMER, ROY E., JR.
BASIC AMERICAN GOVERNMENT FOR DISTRIBUTIVE EDUCATION.

NEWARK CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 100P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; DISTRIBUTIVE EDUCATION TEACHERS; *AMERICAN GOVERNMENT (COURSE); *UNITS OF STUDY (SUBJECT FIELDS); *INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO FACILITATE THE INSTRUCTION OF DISTRIBUTIVE EDUCATION STUDENTS IN THE WORKINGS OF AMERICAN GOVERNMENT AND ITS ROLE IN THE BUSINESS COMMUNITY, SPECIFICALLY IN THE AREA OF MARKETING. THE COURSE IS DESIGNED TO FULFILL THE BASIC STATE REQUIREMENT IN GOVERNMENT WITHIN A SEMESTER. HOWEVER, THE TOPICAL APPROACH USED ALLOWS ENOUGH FLEXIBILITY FOR LIFTING INDIVIDUAL UNITS AS NEEDED. THE LESSON PLANS OFFER CONTENT SUGGESTIONS ALONG WITH A TEACHING OUTLINE OF METHODS OF INSTRUCTION. (KH)

VT 101 204
MARTEL, IRA
ADVERTISING MATH. UNIPAC.

WASHINGTON SENIOR HIGH SCHOOL,
SIOUX FALLS, S. DAK.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 30P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; PROGRAMED MATERIALS; *PROGRAMED UNITS; *MATHEMATICAL APPLICATIONS; FUNDAMENTAL CONCEPTS; *INDIVIDUAL STUDY; INSTRUCTIONAL MATERIALS
IDENTIFIERS - *ADVERTISING MATH

ABSTRACT - THIS PROGRAMMED PACKET FOR DISTRIBUTIVE EDUCATION STUDENTS CONTAINS SIX LESSONS ON MATHEMATICAL CONCEPTS USED IN ADVERTISING. A SELF-GRADED PRE-TEST DIRECTS THE STUDENT TO THE LESSONS GEARED TO HIS INSTRUCTIONAL LEVEL. THE INSTRUCTIONAL MATERIAL IN EACH LESSON IS FOLLOWED BY A PRACTICE EXERCISE AND ANSWERS FOR SELF-CHECKING. A POSTTEST FOR EVALUATION OF THE LEARNING EXPERIENCE AND A UNIT EXAMINATION ARE PROVIDED. (KH)

VT 101 205
KITSTEINER, KAREN
A GUIDE TO EFFECTIVE BULLETIN
BOARDS AND DISPLAY BOARDS IN
DISTRIBUTIVE EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 109P.

DESCRIPTORS - *BULLETIN BOARDS; *DISTRIBUTIVE EDUCATION; DISTRIBUTIVE EDUCATION TEACHERS; *VISUAL AIDS; *DISPLAY PANELS; GUIDES

ABSTRACT - THIS SPIRAL-BOUND NOTEBOOK OF BULLETIN BOARD IDEAS IS INTENDED TO HELP DISTRIBUTIVE EDUCATION TEACHERS INCREASE THE EFFECTIVENESS OF THEIR INSTRUCTION THROUGH VISUAL DISPLAY. THE INTRODUCTION, INCLUDING A RATIONALE FOR THE USE OF BULLETIN BOARDS AND GENERAL SUGGESTIONS FOR THEIR PLANNING AND CONSTRUCTION, IS FOLLOWED BY 48 ILLUSTRATIONS OF BULLETIN BOARDS AND DISPLAY BOARDS APPROPRIATE FOR THE DISTRIBUTIVE EDUCATION CLASSROOM. A SECOND SECTION CONTAINS INFORMATION ON VARIOUS MATERIALS AVAILABLE FOR BULLETIN BOARDS AND 30 MORE SAMPLES WITH DETAILED CONSTRUCTION NOTES. (KH)

VT 101 212
SEMAN, RONALD
PROJECT PLANS FOR DISTRIBUTIVE
EDUCATION.

VANGUARD VOCATIONAL CENTER, OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS

LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210.
PUB DATE - ND 45P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; SECONDARY GRADES; *STUDENT PROJECTS; *CLASSROOM MATERIALS; *LEARNING ACTIVITIES; GUIDELINES

ABSTRACT - THIS MANUAL CONTAINS DESCRIPTIONS OF TEN CLASSROOM PROJECTS IN MARKETING AND MERCHANDISING SUGGESTED FOR STUDENTS IN JUNIOR DISTRIBUTIVE EDUCATION CLASSES. ALTHOUGH SOME LECTURE AND INSTRUCTOR PREPARATION ARE REQUIRED, EACH PROJECT IS DESIGNED FOR STUDENTS WORKING WITH MINIMAL SUPERVISION. AN OUTLINE OF EACH PROJECT NOTING APPROXIMATE TIME REQUIRED AND GENERAL GUIDELINES FOR THE TEACHER IS FOLLOWED BY THE SUGGESTED STUDENT INSTRUCTIONAL MATERIAL. THE PROJECTS, WHICH COULD SERVE AS SUMMARIZING ACTIVITIES FOR INSTRUCTIONAL UNITS, INCLUDE, AMONG OTHERS, THE FOLLOWING TOPICS: (1) ADVERTISING CAMPAIGN, (2) REGIONAL SHOPPING CENTER PLAN, (3) STOCKS AND INVESTMENTS, AND (4) CHANNELS OF DISTRIBUTION. (KH)

VT 101 213
BARNES, EVELYN S.
DISTRIBUTIVE EDUCATION GUIDELINES FOR STUDENT TEACHERS.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210.
PUB DATE - ND 14P.

DESCRIPTORS - *GUIDELINES; *STUDENT TEACHING; *DISTRIBUTIVE EDUCATION; *STUDENT EVALUATION; STUDENT TEACHERS
IDENTIFIERS - OHIO STATE UNIVERSITY

ABSTRACT - THESE GUIDELINES WHICH ARE INTENDED FOR USE BY THE NEW STUDENT TEACHER, INCLUDE A SECTION EXPLAINING THE AIMS AND PROCESSES OF THE STUDENT TEACHING INTERNSHIP AT THE OHIO STATE UNIVERSITY (OSU). ANOTHER SECTION LISTS THE FIVE AREAS OF ACTIVITIES IN WHICH STUDENT TEACHERS ARE EVALUATED AT OSU. THE ACTIVITIES ARE: (1) CLASSROOM INSTRUCTION, (2) PUBLIC RELATIONS, (3) ADULT COURSES, (4) COORDINATION, AND (5) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA). AN EXAMPLE OF THE 9-PAGE DISTRIBUTIVE EDUCATION STUDENT TEACHER ACTIVITIES AND EVALUATION REPORT USED AT OSU IS PROVIDED. (LJ)

VT 101 214
OCCUPATIONAL WORK ADJUSTMENT. CURRICULUM OUTLINE.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210.
PUB DATE - ND 537P.

DESCRIPTORS - *CURRICULUM GUIDES; INSTRUCTOR COORDINATORS; *TEACHING GUIDES; LESSON PLANS; *INSTRUCTIONAL MATERIALS; *LEARNING ACTIVITIES; *VOCATIONAL ADJUSTMENT

ABSTRACT - THIS CURRICULUM OUTLINE FOR OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS PROVIDES AN ASSORTMENT OF LESSON PLANS AND INSTRUCTIONAL MATERIALS DEALING WITH VOCATIONALLY ORIENTED TOPICS. EMPHASIS IS PLACED ON MAINTAINING A NON-THREATENING ACADEMIC ATMOSPHERE AND PROVIDING PERTINENT INFORMATION GEARED TO THE STUDENT'S CURRENT ABILITY LEVEL. THE GUIDE CONTAINS DIAGNOSTIC ACTIVITIES AND SUGGESTIONS FOR IMPROVING ACADEMIC SKILLS AS WELL AS BASIC PRE-EMPLOYMENT INFORMATION. LESSON PLANS REFER TO GAMES, SAMPLE TRANSPARENCIES, WORKSHEETS, AND CHARTS EASILY LOCATED IN THE MANUAL. (KH)

VT 101 216
OCCUPATIONAL WORK ADJUSTMENT.
CONSUMER ECONOMICS.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS
LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210.
PUB DATE - ND 47P.

DESCRIPTORS - *TEACHING GUIDES; INSTRUCTOR COORDINATORS; LESSON PLANS; *INSTRUCTIONAL MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); *UNIT PLAN; *MONEY MANAGEMENT; *VOCATIONAL ADJUSTMENT

ABSTRACT - DESIGNED FOR USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHERS, THIS TEACHING GUIDE CONTAINS UNITS OF INSTRUCTION ON THE FOLLOWING AREAS OF CONSUMER ECONOMICS: (1) PLANNING A BUDGET, (2) BUYING A CAR, AND (3) SHOPPING FOR AUTOMOBILE INSURANCE. EACH UNIT PROVIDES A SET OF BEHAVIORAL OBJECTIVES, PREPARATION INSTRUCTIONS, REFERENCE LISTS AND PRE- AND POSTTESTS AS WELL AS THE LESSON PLAN FOR TEACHING. MASTERS OF ALL TRANSPARENCIES AND OTHER VISUAL AIDS NEEDED ARE INCLUDED. (KH)

VT 101 217
OCCUPATIONAL WORK ADJUSTMENT.
VOCATIONAL ORIENTATION.

BOWLING GREEN STATE UNIV., OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210.
PUB DATE - ND 164P.

DESCRIPTORS - *GOAL ORIENTATION; *INSTRUCTIONAL MATERIALS; CAREER EDUCATION; CURRICULUM GUIDES; LESSON PLANS; *TEACHING GUIDES; *UNIT PLAN; *VOCATIONAL ADJUSTMENT

ABSTRACT - THIS CURRICULUM GUIDE IS A SERIES OF SELF-CONTAINED READY-TO-TEACH UNITS ON VOCATIONAL ORIENTATION FOR CLASSROOM USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS. EACH UNIT TEACHING PLAN IS PRECEDED BY AN INTRODUCTION CONTAINING BASIC BEHAVIORAL OBJECTIVES, REFERENCE LISTS, AND METHODS OF EVALUATION. THE LESSON PLAN OF SUGGESTED CONTENT AND METHODOLOGY REFERS TO SAMPLE HANDOUTS, PRE- AND POSTTESTS, TRANSPARENCY MASTERS AND SOURCES OF ADDITIONAL INFORMATION CONCERNING THE UNIT, ALL OF WHICH ARE INCLUDED IN THE GUIDE. GOOD GROOMING, CAREER EXPLORATION, PRE-EMPLOYMENT ACTIVITIES, AND JOB SAFETY ARE SOME OF THE TOPICAL AREAS COVERED BY THE UNITS. (KH)

VT 101 218
EVERHARDT, RICHARD M.
INTRODUCTION TO CASE STUDIES FOR
DISTRIBUTIVE EDUCATION.

JEFFERSON HIGH SCHOOL, DELPHOS,
OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210.
PUB DATE - OCT72 30P.

DESCRIPTORS - *CASE STUDIES (EDUCATION); *PROGRAM CONTENT; *DISTRIBUTIVE EDUCATION; DISTRIBUTIVE EDUCATION TEACHERS; *TEACHING GUIDES

ABSTRACT - THIS DOCUMENT IS THE INSTRUCTOR'S INTRODUCTION TO A SERIES OF STUDENT MANUALS DEALING WITH CASE STUDIES IN POPULAR TOPIC AREAS OF DISTRIBUTIVE EDUCATION. INCLUDED IS A LESSON PLAN FOR INTRODUCING THE CASE STUDY MATERIAL IN THE CLASSROOM AS WELL AS AN OVERVIEW OF THE CONTENTS OF EACH MANUAL. AN EXPLANATION OF THE USE OF CORRESPONDING CASSETTE TAPES AND A GROUP OF SAMPLE TRANSPARENCIES AND HANDOUT SHEETS ARE ALSO PROVIDED IN THE BOOKLET. (KH)

VT 101 219
WIBBING, WILLIAM F.; KOENINGER,
JIMMY G.

A STOCK MARKET GAME. BIG BOARD.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 19P.

DESCRIPTORS - CLASSROOM GAMES; *SIMULATION; *EDUCATIONAL GAMES; *GUIDES; *BUSINESS; DISTRIBUTIVE EDUCATION; *ECONOMIC EDUCATION
IDENTIFIERS - *STOCKMARKET SIMULATION

ABSTRACT - DESIGNED TO ASSIST STUDENTS IN UNDERSTANDING THE BASIC CONCEPTS OF BUYING AND SELLING STOCK, THIS GAME COULD BE USED AS AN INTRODUCTORY EXERCISE FOR AN INSTRUCTIONAL UNIT OR AS A CAPSTONE EXPERIENCE TESTING STUDENTS' ABILITY TO APPLY WHAT THEY HAVE LEARNED. USING A SIMULATION APPROACH, THE GAME DEPICTS FLUCTUATION OF THE STOCKMARKET AS A RESULT OF FICTIONAL CURRENT EVENTS AND PLAYERS VIE INDIVIDUALLY OR AS TEAMS TO ACCUMULATE THE GREATEST WEALTH BY INVESTING WISELY. INSTRUCTIONS TO THE TEACHER INCLUDE PREPARATION ACTIVITIES, SCHEDULING SUGGESTIONS AND SAMPLES OF THE STUDENT MATERIALS TO BE DUPLICATED. (KH)

VT 101 220
COURSE OUTLINE FOR RETAIL INDUCTION INTO SELF-SERVICE STORES.

KENT STATE UNIV., OHIO.; OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210 ($2.00).
PUB DATE - 70 102P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; SECONDARY SCHOOL STUDENTS; *ENTRY WORKERS; *SALES OCCUPATIONS; *DISTRIBUTIVE EDUCATION; DISTRIBUTIVE EDUCATION TEACHERS; *TEACHING GUIDES; CURRICULUM GUIDES

ABSTRACT - THIS COURSE OUTLINE FOR DISTRIBUTIVE EDUCATION INSTRUCTORS CONTAINS A TRAINING PROGRAM FOR HIGH SCHOOL STUDENTS WHO DESIRE SEASONAL EMPLOYMENT IN SELF-SERVICE STORES. ALTHOUGH WRITTEN FOR FIVE 2-HOUR SESSIONS OF INSTRUCTION, THE COURSE MAY BE EXTENDED BY TWO HOURS TO INSURE MASTERY OF THE MATERIAL COVERED. AN INSTRUCTION SHEET STATING BEHAVIORAL OBJECTIVES AND EQUIPMENT NEEDED FOR EACH SESSION IS FOLLOWED BY A COMPLETE LESSON PLAN, INCLUDING AN OUTLINE OF CONTENT AND TEACHING METHODS. TRANSPARENCIES AND PASS-OUT ORIGINALS ARE LOCATED IN THE ACCOMPANYING APPENDIX. (KH)

VT 101 249
MUNRO, WILLIAM
CHANNELS OF DISTRIBUTION WITH TRANSPARENCY SET.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 57P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *INSTRUCTIONAL MATERIALS; *MARKETING

ABSTRACT - THIS UNIT IS INTENDED TO PROVIDE DISTRIBUTIVE EDUCATION STUDENTS WITH AN INTRODUCTION TO THE CONCEPT OF MARKETING DISTRIBUTION, INCLUDING DISTRIBUTION CHANNELS, WHOLESALERS, AND THE IMPORTANCE OF WHOLESALE, RETAIL, AND SERVICE ESTABLISHMENTS. FOLLOWING BRIEF STATEMENTS CLARIFYING VOCABULARY TO BE USED, VARIOUS TYPES OF BUSINESS OWNERSHIP ARE DISCUSSED, AS ARE THE FUNCTIONAL DIVISIONS OF A MAJOR RETAIL OPERATION. A SET OF TRANSPARENCY MASTERS ACCOMPANIES

THE UNIT AND ILLUSTRATE IN GRAPHIC FORM MANY OF THE CONCEPTS PRESENTED IN THE TEXT. (KH)

VT 101 251
BARNES, EVELYN S.
PATHWAYS TO SELF-IMPROVEMENT. AN INSTRUCTIONAL PACKAGE IN THE OHIO DISTRIBUTIVE EDUCATION CURRICULUM.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 93P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *UNITS OF STUDY (SUBJECT FIELDS); *SELF ACTUALIZATION; PERSONALITY DEVELOPMENT; STUDENT PROJECTS

ABSTRACT - DESIGNED FOR DISTRIBUTIVE EDUCATION CLASSES, THIS TEACHER'S GUIDE FOR A STUDENT UNIT ON SELF-IMPROVEMENT IS DIVIDED INTO THE FOLLOWING THREE TOPICS: (1) THE SUCCESS TYPE PERSONALITY, (2) THE PHYSICAL YOU, AND (3) THE VOCAL YOU. EACH TOPIC PRESENTED LISTS CONTENT AND TEACHING TIPS AS WELL AS SEVERAL RELATED VOCATIONALLY-ORIENTED PROJECTS AND A REFERENCE LIST. THE SPIRAL-BOUND DESIGN OF THE GUIDE ALLOWS FOR REMOVAL AND DUPLICATION OF THE PROJECT WORKSHEETS SO THAT EACH STUDENT WILL HAVE A RECORD OF HIS ACTIVITIES. A COMPLETE BIBLIOGRAPHY IS FOUND AT THE END OF THE UNIT AS ARE DIRECTIONS FOR USING PANEL DISCUSSIONS, BUZZ SESSIONS, BRAINSTORMING AND CASE STUDY METHODS. (KH)

VT 101 254
KOENINGER, JIMMY G.
FUNDAMENTALS OF ADVERTISING LAYOUT. AN INSTRUCTIONAL PACKAGE.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 103P.

DESCRIPTORS - *LAYOUT (PUBLICATIONS); *DESIGN; NEWSPAPERS; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *PROGRAMED MATERIALS; *MULTIMEDIA INSTRUCTION

ABSTRACT - THIS INSTRUCTIONAL PACKET IS DESIGNED FOR USE WITH SENIOR HIGH SCHOOL DISTRIBUTIVE EDUCATION STUDENTS, POST-SECONDARY MANAGEMENT TRAINEES, AND ADULTS SEEKING BASIC TRAINING IN PROCEDURES AND TECHNIQUES OF NEWSPAPER ADVERTISING LAYOUT AND DESIGN. A SUGGESTED INSTRUCTIONAL OUTLINE IS PROVIDED IN GRID FORM NOTING APPROPRIATE TRANSPARENCIES AND SLIDES AS WELL AS INSTRUCTIONAL SUGGESTIONS AND REFERENCES FOR AN IN-DEPTH STUDY OF A PARTICULAR TOPIC. STUDENT INFORMATION SHEETS AND TRANSPARENCY MASTERS ARE INCLUDED IN THE GUIDE AND THE 35MM COLOR SLIDES TO WHICH THE OUTLINE REFERS ARE AVAILABLE FOR PURCHASE AS A SET OF 80. THE MULTI-MEDIA APPROACH OF THIS PACKAGE REQUIRES THE SPECIFIC AUDIOVISUAL EQUIPMENT LISTED. (KH)

VT 101 256
KITSTEINER, KAREN
DISPLAY MADE EASIER. REVISED EDITION.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 234P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; VOCATIONAL EDUCATION; *TEACHING GUIDES; *EXHIBITS; *MERCHANDISING; *DISPLAY PANELS

ABSTRACT - THE PURPOSE OF THIS MANUAL IS TO PRESENT THE BASIC CONCEPTS OF DISPLAY IN A CONCISE AND UNDERSTANDABLE MANNER SO THAT THE STUDENT CAN BOTH EVALUATE AND

CONSTRUCT DISPLAYS. TOPICS COVERED INCLUDE: WHAT IS DISPLAY, THE FOUR DISPLAY FUNCTIONS, TYPES OF DISPLAYS, ELEMENTS OF DISPLAY, PRINCIPLES OF ARRANGEMENT AND DESIGN, TYPES OF ARRANGEMENTS, PLANNING DISPLAYS, DISPLAY RATING FACTORS AND BIBLIOGRAPHY. THE MANUAL ALSO CONTAINS TRANSPARENCY MASTERS. (KB)

VT 101 257
DISTRIBUTIVE EDUCATION. UNIPAC. AN INDIVIDUAL LEARNING EXPERIENCE.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS 43210.
PUB DATE - ND 28P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAMED UNITS; *INDEPENDENT STUDY; *HIGH SCHOOL STUDENTS; MARKETING; ON THE JOB TRAINING; MERCHANDISING; MANAGEMENT

ABSTRACT - THIS SINGLE CONCEPT UNIPAC INVOLVES THE DISTRIBUTIVE EDUCATION PROGRAM AND IS DESIGNED TO INTRODUCE THE STUDENT TO IT SO THAT HE MIGHT MAKE A MORE INTELLIGENT CHOICE AS TO WHETHER OR NOT TO ENROLL IN THE SENIOR LEVEL COURSE. THIS COURSE IS DESIGNED FOR JUNIOR LEVEL STUDENTS. EACH LESSON INCLUDES A PRACTICE EXERCISE AND ANSWERS TO THE PRACTICE EXERCISES. THESE EXERCISES ARE DESIGNED TO GIVE THE STUDENT PRACTICE AND TO REINFORCE WHAT WAS LEARNED. THE TOPICS COVERED INCLUDE: WHAT IS DISTRIBUTIVE EDUCATION, PUTTING WHAT YOU HAVE LEARNED INTO PRACTICE, AND WHAT ARE DISTRIBUTIVE EDUCATION CLUBS OF AMERICA. A PRETEST, OBJECTIVES, POSTTEST, AND A POST EVALUATION ARE INCLUDED. (KB)

VT 101 258
MARTEL, IRA
BUSINESS ORGANIZATION. UNIPAC. AN INDIVIDUAL LEARNING EXPERIENCE.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.; WASHINGTON SENIOR HIGH SCHOOL, SIOUX FALLS, S. DAK.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS 43210.
PUB DATE - ND 51P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROGRAMED UNITS; *INDEPENDENT STUDY; *BUSINESS ADMINISTRATION; *BUSINESS RESPONSIBILITY; VOCATIONAL EDUCATION; HIGH SCHOOL STUDENTS

ABSTRACT - THIS SINGLE CONCEPT UNIPAC PROVIDES THE STUDENT WITH A BASIC UNDERSTANDING OF THE THREE MAIN TYPES OF BUSINESS ORGANIZATIONS. THE RIGHTS AND RESPONSIBILITIES OF EACH BUSINESS ORGANIZATION ARE PRESENTED. TOPICS COVERED INCLUDE: THE SOLE PROPRIETORSHIP, THE PARTNERSHIP, THE LIMITED PARTNERSHIP, THE CORPORATION: DEFINITIONS, THE NATURE OF CORPORATIONS, THE ARTICLES OF INCORPORATION, CORPORATE STOCK, AND THE STOCKHOLDER. EACH LESSON CONCLUDES WITH A PRACTICE EXERCISE AND/OR AN ASSIGNMENT. PRETESTS, OBJECTIVES, POSTTEST AND A POSTEVALUATION ARE INCLUDED. (KB)

VT 101 259
COMMUNICATIONS FOR THE DISTRIBUTIVE EDUCATION STUDENT.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 126P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; VOCATIONAL EDUCATION; *TEACHING GUIDES; CURRICULUM GUIDES; *COMMUNICATION SKILLS; *BUSINESS CORRESPONDENCE; ORAL

EXPRESSION; LETTERS; *VERBAL COMMUNICATION

ABSTRACT - THIS MANUAL DEALS WITH COMMUNICATION FOR DISTRIBUTIVE EDUCATION STUDENTS. THE FIRST SECTION EXPLAINS THE FUNDAMENTALS OF PUBLIC SPEAKING. THIS SECTION EXPLAINS FOUR SPECIFIC TYPES OF SPEECHES THAT A DISTRIBUTIVE EDUCATION STUDENT MAY BE ASKED TO GIVE. THIS SECTION OF THE MANUAL CAN BE USED EITHER TO GIVE STUDENTS A BASIC BACKGROUND IN OUTLINING, VOICE, AND SPEECH PREPARATION OR A THOROUGH STUDY OF AUDIENCE ANALYSIS, PHYSICAL EXPRESSION, AND THE ORGANIZATION AND PRESENTATION OF SPECIFIC TYPES OF SPEECHES. THE SECOND SECTION OF THIS MANUAL PROVIDES HELPFUL GUIDELINES AND INFORMATION ON HOW TO PREPARE PROPER AND ACCEPTABLE WRITTEN CORRESPONDENCE. THIS SECTION INCLUDES SAMPLES AND INFORMATION FOR THE CORRESPONDENCE USED IN DISTRIBUTIVE EDUCATION. CONTENT, TEACHING SUGGESTIONS, AND TRANSPARENCY MASTERS ARE PROVIDED. (AUTHOR/KB)

VT 101 260
GLASER, BERNARD H.
COLLECTION TECHNIQUES AND TERMS.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 68P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *VOCATIONAL EDUCATION; *COURT LITIGATION; VISUAL AIDS; CREDIT (FINANCE); *TEACHING GUIDES; CURRICULUM GUIDES

ABSTRACT - THIS IS A TEACHER'S GUIDE FOR A COURSE IN CREDIT COLLECTION TECHNIQUES AND TERMS. AT THE COMPLETION OF THE TEN HOUR COURSE THE STUDENT WILL BE ABLE TO: (1) RECALL DIFFERENT AVENUES THAT MAY BE FOLLOWED IN THE COLLECTION OF CREDIT ACCOUNTS, BOTH CURRENT AND DELINQUENT, (2) COLLECT PAST DUE ACCOUNTS BY THE MOST EFFICIENT AND ECONOMICAL METHOD IN ORDER TO INCREASE NET PROFIT, (3) MAINTAIN GOOD RELATIONS BY ADJUSTING COLLECTION METHODS TO CONFORM TO THE CUSTOMER'S NEEDS, AND (4) COMPARE COLLECTION TECHNIQUES, ESPECIALLY THE DIFFERENTIALS IN COLLECTION COSTS, USING VARIOUS TECHNIQUES. EACH TOPIC INCLUDES OBJECTIVES, CONTENT AND TEACHING TIPS. TOPICS COVERED INCLUDE: (1) METHODS OF COLLECTING OVERDUE ACCOUNTS, (2) COLLECTING DELINQUENT ACCOUNTS THROUGH LITIGATION, (3) CONSUMER'S RESPONSE TO LEGAL ACTION, (4) TYPES OF DEBTORS EXEMPTED FROM GARNISHES BY STATUTE, AND (5) COSTS AND SERVICES OF COLLECTION AGENCIES. VISUALS ARE APPENDED. (KB)

VT 101 272
TRANSPARENCY ORIGINALS II.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 50P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRANSPARENCIES; *VISUAL AIDS; *BUSINESS; BUDGETING; PURCHASING

ABSTRACT - THIS BOOKLET CONTAINS A SET OF TRANSPARENCY MASTERS ON BUSINESS. TOPICS COVERED INCLUDE: BUSINESS ORGANIZATION, BUSINESS LOCATION, PERSONAL BUDGETING, AND FUNDAMENTALS OF BUYING. REFERENCES ARE PROVIDED FOR THE TOPIC PERSONAL BUDGETING. (KB)

VT 101 273
TRANSPORTATION: A VITAL LINK IN DISTRIBUTION.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.

MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 45P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *COURSE CONTENT; *MANUALS; *TRANSPORTATION; DELIVERY SYSTEMS

ABSTRACT - THIS MANUAL DEALS WITH TRANSPORTATION, A VITAL LINK IN DISTRIBUTION. TOPICS COVERED INCLUDE: IMPORTANCE OF TRANSPORTATION, TRANSPORTATION AND THE GOVERNMENT, TRANSPORTATION FORMS, TYPES OF CARRIERS, SELECTING A CARRIER, PASSENGER TRANSPORTATION, AND TRANSPORTATION AND THE FUTURE. STUDENT ACTIVITIES ARE INCLUDED. REFERENCES AND TRANSPARENCY MASTERS ARE APPENDED. (KB)

VT 101 274
GUARINO, SAM
TELE-TECHNIQUES MEAN BUSINESS.

CLEVELAND HEIGHTS HIGH SCHOOL, OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - AUG70 76P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *CURRICULUM GUIDES; *TELEPHONE INSTRUCTION; TEACHING METHODS; INSTRUCTIONAL MEDIA

ABSTRACT - THIS MANUAL HAS BEEN WRITTEN TO HELP THE STUDENT ACQUIRE THE PROPER TELEPHONE TECHNIQUES. THE MANUAL WAS DEVELOPED: (1) TO TEACH A BUSINESS-LIKE MANNER OF HANDLING TELEPHONE CALLS, (2) TO UNDERSTAND THE FACTORS DESIRABLE FOR PROPER TELEPHONE PERSONALITY, (3) TO MAKE THE STUDENT MORE KNOWLEDGEABLE OF THE TACTFUL TECHNIQUES EMPLOYED IN TELEPHONE SELLING, AND (4) TO PROVIDE A COMPREHENSIVE IDENTIFICATION OF OTHER TELEPHONE RESOURCES. TOPICS COVERED INCLUDE: ABOUT THE TELEPHONE, TELEPHONE PERSONALITY, TELEPHONE CALLS, TELEPHONE SALES, AND TELEPHONE RESOURCES. EACH UNIT HAS AIMS AND OBJECTIVES STATED, A LIST OF MATERIALS NEEDED BY THE INSTRUCTOR, SUGGESTED CONTENT, AND TEACHING SUGGESTIONS. AIDS AND ACTIVITIES, AND HANDOUT SHEETS ARE APPENDED. (KB)

VT 101 275
EVERHARDT, RICHARD M.
MEN'S CLOTHING.

BOWLING GREEN STATE UNIV., OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 142P.

DESCRIPTORS - *CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *MALES; *CLOTHING

ABSTRACT - THIS MANUAL IS DESIGNED TO TEACH SALESMANSHIP IN MEN'S CLOTHING. EACH AREA COVERED PRESENTS NOTES TO THE INSTRUCTOR, TOPICAL AREA, OBJECTIVES OF THE TOPICAL AREA, REFERENCES, AND METHOD OF TEACHING. TOPICS COVERED INCLUDE: (1) UNDERWEAR, (2) SLACKS, (3) SHIRTS, (4) JEWELRY, (5) BELTS, (6) NECKTIES, (7) COORDINATION, (8) SWEATERS, (9) SUITS, (10) SPORT COATS, (11) OUTER WEAR, (12) GLOVES, AND (13) DRESS HATS. TRANSPARENCY MASTERS ARE APPENDED. (KB)

VT 101 276
EVERHARDT, RICHARD M.
THE PRICING UMBRELLA.

BOWLING GREEN STATE UNIV., OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 28P.

DESCRIPTORS - *CURRICULUM GUIDES; *TRANSPARENCIES; *DISTRIBUTIVE EDUCATION; *WHOLESALING;

*MERCHANDISING; *RETAILING

ABSTRACT - THIS MANUAL DEALS WITH THE PRICING UMBRELLA. TOPICS COVERED INCLUDE: WHO DETERMINES PRICE, WHAT IS RETAIL PRICE, WHEN SHOULD THE PRICE BE DETERMINED, WHY DO WE HAVE PRICES, AND HOW PRICES ARE FIGURES. EACH PART PRESENTS SPECIFIC TOPICS AND METHODS FOR TEACHING THESE TOPICS. REFERENCES, HANDOUTS AND TRANSPARENCY MASTERS ARE APPENDED. (KB)

VT 101 277
KOENINGER, JIMMY G.
..A KEY TO SUCCESS IN MARKETING...
MARKETING RESEARCH.

OHIO STATE DEPT. OF EDUCATION,
COLUMBUS. DIV. OF VOCATIONAL
EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 76P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MARKETING; *RESEARCH; *RESEARCH METHODOLOGY; DATA COLLECTION; *TEACHING GUIDES

ABSTRACT - THIS INSTRUCTIONAL PACKAGE WAS DEVELOPED TO PROVIDE DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS WITH INSTRUCTIONAL MATERIAL THAT CAN BE USED TO ASSIST STUDENT-TRAINEES IN DESIGNING AN INDIVIDUAL STUDY IN MARKETING. TOPICS COVERED INCLUDE: (1) RESEARCH AND THE MARKETING PROCESS, (2) STEPS IN CONDUCTING A MARKETING RESEARCH PROJECT, (3) PLANNING, (4) DEFINITION OF THE PROBLEM, (5) DATA COLLECTION METHODS, (6) COLLECTION OF THE DATA, (7) COMPILATION OF THE DATA, (8) EVALUATION OF THE FINDINGS, (9) REPORT PREPARATION, AND (10) REPORTING THE FINDINGS. EACH INSTRUCTIONAL UNIT HAS SUGGESTED COURSE OUTLINE AND INSTRUCTIONAL SUGGESTIONS AND REFERENCES. REFERENCES, TRANSPARENCY MASTERS, AND STUDENT INFORMATION SHEETS ARE APPENDED. (KB)

VT 101 278
HAWLEY, DEAN A.
SERVING WINE. A TRAINING MANUAL.

MUSKINGUM AREA JOINT VOCATIONAL
SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 55P.

DESCRIPTORS - *CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; *ALCOHOLIC BEVERAGES; *FOOD SERVICE WORKERS; *SALESMANSHIP; MARKETING

ABSTRACT - THIS TRAINING MANUAL WAS DEVELOPED: (1) TO POINT OUT WHY FOOD SERVICE PERSONNEL SHOULD KNOW ABOUT WINE AND WINE SALES, (2) TO GIVE FOOD SERVICE PERSONNEL SUFFICIENT BACKGROUND KNOWLEDGE TO MAKE WINE PROFITABLE, (3) TO DEMONSTRATE PROPER SERVING METHODS, (4) TO DEMONSTRATE HOW, WHEN AND WHAT WINE TO SELL, AND (5) TO REVEAL THE VALUE IN SELLING WINES. THE COURSE GOES INTO DEPTH IN SOME AREAS. A SAMPLING OF TOPICS COVERED INCLUDE: WHAT IS WINE, WHY PROMOTE SALE OF WINE, THREE BASIC GROUPS OF WINES-THEIR USES AND TYPES, INCREASING WINE SALES, GLASSWARE, RESTAURANT PROGRAM-TO HELP SELL WINES, AND SIMPLE RULES FOR SERVING WINES. SUGGESTIONS FOR TEACHING ARE PRESENTED FOR EACH TOPIC. A QUIZ, A WINE STUDY COURSE, AND INSERTS ARE APPENDED. (KB)

VT 101 296
CAREER INFORMATION UNIT FOR
DISTRIBUTIVE EDUCATION. STUDENT
HANDBOOK.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS
LAB.
DOCUMENT NOT AVAILABLE IN VT-ERIC
SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210.
PUB DATE - 73 206P.

DESCRIPTORS - *CAREER EDUCATION; *DISTRIBUTIVE EDUCATION; *MARKETING; *STUDY GUIDES; INSTRUCTIONAL MATERIALS; INDIVIDUALIZED INSTRUCTION; HIGH SCHOOL STUDENTS; OCCUPATIONAL CLUSTERS

ABSTRACT - PREPARED BY THE OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THIS STUDENT HANDBOOK IS TO BE USED IN CONJUNCTION WITH THE TEACHER'S MANUAL FOR THE CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION (VT 101 297). PROVIDED FOR THE STUDENT ARE REQUIREMENTS FOR COMPLETING A CAREER INFORMATION UNIT CONSISTING OF CHOICES FROM 25 CLUSTERS OF DISTRIBUTIVE AND MARKETING OCCUPATIONS. WITHIN EACH CLUSTER UNIT IS A CLUSTER INFORMATION FORM AND STUDENT ACTIVITY GUIDE. OCCUPATIONS LISTED WITHIN EACH CLUSTER REFER TO THE DICTIONARY OF OCCUPATIONAL TITLES. (LJ)

VT 101 297
CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION. TEACHER HANDBOOK.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - 73 118P.

DESCRIPTORS - *CAREER EDUCATION; *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; *MARKETING; OCCUPATIONAL CLUSTERS; INTEREST TESTS; APTITUDE TESTS

ABSTRACT - THIS TEACHING GUIDE ACCOMPANIES THE STUDENT HANDBOOK FOR THE CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION (VT 101 296). THE DOCUMENT CONTAINS INFORMATION FOR TEACHERS WISHING TO INCLUDE A CAREER INFORMATION UNIT (CIU) IN THE CURRICULUM. A DESCRIPTION OF THE STUDENT HANDBOOK TO BE USED WITH THIS TEACHER'S GUIDE IS INCLUDED ALONG WITH INFORMATION ON THE ORGANIZATION OF THE 25 CLUSTERS IN MARKETING AND DISTRIBUTION COMPOSING THE CIU AND INFORMATION ON INTEREST AND APTITUDE TESTING, STUDENT ACTIVITY REQUIREMENTS, AND GRADES AND RECORDS. APPENDED ARE SEVERAL TESTING INSTRUMENTS, AN EXAMPLE OF A CERTIFICATE OF ACHIEVEMENT FOR THE DISTRIBUTIVE EDUCATION CAREER EXPLORATION PROGRAM, PROMOTIONAL MATERIAL, A BIBLIOGRAPHY, AND PUBLISHER'S LIST. A WALL CHART DISPLAYING THE 25 CLUSTERS AND THE STUDENTS' NAMES IS FURNISHED WITH THE PACKET. (LJ)

VT 101 348
ALTERNATE COOPERATIVE EDUCATION FOR TWO-YEAR QUARTER SYSTEM COLLEGES. FEASIBILITY RESEARCH AND PROGRAM DESIGN.

FOOTHILL COMMUNITY COLL. DISTRICT, LOS ALTOS HILLS, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-73-6492
PUB DATE - 15AUG74 123P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *COMMUNITY COLLEGES; *FIELD EXPERIENCE PROGRAMS; *COOPERATIVE EDUCATION; QUARTER SYSTEM; INTERNSHIP PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - TO DESIGN A MODEL COOPERATIVE EDUCATION PROGRAM FOR ANY 12-WEEK, QUARTER-SYSTEM, 2-YEAR COLLEGE AND TO DESCRIBE THE PROCESSES BY WHICH THE DISTRICT AND ITS FACULTY, THE COMMUNITY AND ITS EMPLOYERS, AND THE COLLEGES AND THEIR STUDENTS ARE ACCOMODATED IN THE DESIGN WAS THE PURPOSE OF THE RESEARCH PROJECT REPORTED IN THIS DOCUMENT. THE CONCEPT OF 3-MONTH AND 6-MONTH, ALTERNATE TERM, COOPERATIVE EDUCATION FIELD EXPERIENCE FOR STUDENTS SEEKING TO COMBINE EDUCATION CLASSROOM THEORY AND CONCEPTS WITH REAL-TIME CAREER

DEVELOPMENTS OR CAREER EXPLORATION OPPORTUNITIES WAS ENDORSED. THE APPENDICES FURNISH SURVEYS CONDUCTED IN THE COURSE OF STUDY PLUS INFORMATION ABOUT THE COMMUNITY COLLEGES INVOLVED. (AUTHOR/LJ)

VT 101 352
ZERNIK, JUDITH SINGER
A TASK ANALYSIS OF ENTRY LEVEL SALES OCCUPATIONS IN THE HOME FURNISHINGS INDUSTRY, PHILADELPHIA COUNTY, WITH IMPLICATIONS FOR THE SECONDARY SCHOOL CURRICULUM.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY74 157P. ED.D. THESIS, TEMPLE UNIV., PHILADELPHIA, PA.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *HOME FURNISHINGS; *SALES OCCUPATIONS; *SECONDARY SCHOOLS; *TASK ANALYSIS; CURRICULUM DEVELOPMENT; DOCTORAL THESES; ENTRY WORKERS

ABSTRACT - BEFORE MEANINGFUL COURSE OBJECTIVES FOR SECONDARY SCHOOL CURRICULUM IN THE DISTRIBUTIVE EDUCATION CLUSTER OF HOME FURNISHINGS CAN BE ESTABLISHED, A TASK ANALYSIS OF ENTRY LEVEL SALESPERSONS SHOULD BE DONE BY OBSERVING WORKERS IN THEIR JOB ENVIRONMENT. ACCOMPLISHING AND ANALYSING A TASK ANALYSIS WAS THE PURPOSE OF THIS DOCTORAL THESIS. IT WAS RECOMMENDED THAT THE FORMAT OF THIS RESEARCH PROJECT BE USED AS AN EXEMPLARY MODEL FOR RESEARCHING THE OTHER 20 OCCUPATIONAL CLASSIFICATIONS OF DISTRIBUTIVE EDUCATION. A BIBLIOGRAPHY IS PROVIDED. (LJ)

VT 101 353
DAGGETT, WILLARD R.
SELECTED DISTRIBUTIVE EDUCATION TEACHER CHARACTERISTICS AS THEY RELATE TO THE RETENTION OF GRADUATES IN THE FIELD OF DISTRIBUTION IN NEW YORK AND PENNSYLVANIA.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL73 188P. ED.D. THESIS, TEMPLE UNIV., PHILADELPHIA, PA.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *SURVEYS; *TEACHER CHARACTERISTICS; EDUCATIONAL RESEARCH; VOCATIONAL EDUCATION; *JOB TENURE; DOCTORAL THESES

ABSTRACT - THE PRIMARY PURPOSE OF THIS STUDY WAS TO DETERMINE THE RELATIONSHIP OF SELECTED DISTRIBUTIVE EDUCATION TEACHERS' CHARACTERISTICS TO THE RETENTION OF GRADUATES IN THE FIELD OF DISTRIBUTION IN THE STATES OF NEW YORK AND PENNSYLVANIA. THE STUDY SOUGHT TO ANSWER THE FOLLOWING QUESTIONS: (1) WHAT ARE THE CHARACTERISTICS OF DISTRIBUTIVE EDUCATION TEACHERS IN NEW YORK AND PENNSYLVANIA, (2) WHAT IS THE PRESENT STATUS OF 1972 GRADUATES, (3) WHAT ARE THE RELATIONSHIPS OF TEACHER CHARACTERISTICS TO GRADUATES' RETENTION, AND (4) WHAT IS THE PREDICTIVE POWER OF VARIOUS TEACHER CHARACTERISTICS. A QUESTIONNAIRE WAS USED TO COLLECT DATA FROM 151 TEACHERS AND 453 GRADUATES IN THE TWO STATES. RECOMMENDATIONS INCLUDE: (1) ADDITIONAL EMPHASIS SHOULD BE PLACED ON: MARKETING AND BUSINESS ADMINISTRATION, FULL-TIME WORK EXPERIENCE IN THE FIELD OF DISTRIBUTION, AND EXPERIENCE IN TEACHING, (2) STATE CERTIFICATION REQUIREMENTS SHOULD ENCOMPASS CHARACTERISTICS SHOWN TO BE MOST PREDICTIVE, AND (3) EXPOSURE TO DISTRIBUTIVE OCCUPATIONAL CLUSTERS SHOULD BE PROVIDED. LETTERS, QUESTIONNAIRES, AND A TAXONOMY OF TITLES FOR DISTRIBUTIVE EDUCATION ARE APPENDED. (KB)

VT 101 356
A GLOSSARY OF TERMS FOR BUSINESS MANAGEMENT.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74 32P.

DESCRIPTORS - *GLOSSARIES; *BUSINESS ADMINISTRATION; *MANAGEMENT

IDENTIFIERS - DELAWARE STATE COLLEGE

ABSTRACT - INTENDED FOR USE BY BOTH THE STUDENT OF MANAGEMENT AND THE PROFESSIONAL IN THE FIELD, THIS GLOSSARY OF TERMS IS LIMITED TO THOSE WORDS AND TERMS UNIQUE TO THE FIELD OF BUSINESS MANAGEMENT. DEVELOPED BY A MANAGEMENT CLASS AT DELAWARE STATE COLLEGE, THE GLOSSARY CAN ALSO BE USED AS A TOOL TO EXPAND THE INDIVIDUAL'S KNOWLEDGE OF THE PRINCIPLES, FUNCTIONS, AND RESPONSIBILITIES OF MANAGEMENT. (AUTHOR/LJ)

VT 101 362
SCHOOL-BASED JOB PLACEMENT SERVICE MODEL. YEARLY REPORT.

COLUMBIA-MONTOUR AREA VOCATIONAL-TECHNICAL SCHOOL, BLOOMSBURG, PA.
PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 30JUN74 41P.

DESCRIPTORS - *JOB PLACEMENT; *VOCATIONAL EDUCATION; GRADUATES; *SURVEYS; *VOCATIONAL FOLLOWUP; *EMPLOYER ATTITUDES; EMPLOYEE ATTITUDES; EVALUATION
IDENTIFIERS - COLUMBIA-MONTOUR AREA VOCATIONAL TECHNICAL SCHOOL

ABSTRACT - THE PURPOSE OF THIS PROJECT WAS TO IMPLEMENT A SYSTEM FOR A SCHOOL BASED JOB PLACEMENT SERVICE IN THE COLUMBIA-MONTOUR AREA VOCATIONAL TECHNICAL SCHOOL. THIS SERVICE WAS DESIGNED TO HELP EXISTING STUDENTS FIND EMPLOYMENT SUITED TO THEIR EDUCATIONAL ACHIEVEMENTS AND VOCATIONAL ASPIRATIONS. THE DEVELOPMENT AND OPERATIONAL ELEMENTS CENTERED ON A JOINT EFFORT BY THE LOCAL EMPLOYMENT SERVICE AND SCHOOL PERSONNEL TO: (1) SHARE FACILITIES AND EQUIPMENT, (2) COOPERATIVE JOB DEVELOPMENT, (3) COOPERATIVE JOB MATCHING, (4) SHARING OF STUDENTS AND JOB INFORMATION, (5) CONDUCTING WORKSHOPS FOR SCHOOL PERSONNEL AND EMPLOYMENT SERVICE STAFF, (6) INTERVIEWING STUDENTS, (7) TESTING AND (8) FOLLOWUP OF STUDENTS AND EMPLOYERS. CONCLUSIONS AND RECOMMENDATIONS INCLUDED: (1) THE PLACEMENT MODEL HAS HAD A POSITIVE EFFECT ON THE STUDENTS, SCHOOL STAFF, AND INDUSTRY, (2) THE BENEFITS OF WORKING WITH THE BUREAU OF EMPLOYMENT SERVICES ARE NOT CLEAR, AND (3) THE ACTIVITIES OF THE CENTER HAVE HAD CERTAIN POSITIVE EFFECTS, BUT LIMITED TIME OF MODEL OPERATION MAKES IT DIFFICULT TO ARRIVE AT ANY CONCRETE CONCLUSIONS. THE GRADUATE SURVEY, A FITNESS RATING SCORE SHEET, A JOB HISTORY FORM, AND RESULTS OF THE GRADUATE SURVEY ARE APPENDED. (KB)

VT 101 383
THE BUSINESS/LABOR/EDUCATION PROFESSIONAL DEVELOPMENT PARTNERSHIP.

ECKMAN CENTER, WOODLAND HILLS, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 30JUN74 90P.

DESCRIPTORS - *TEACHER EDUCATION; *WORKSHOPS; *COOPERATIVE PLANNING; STATEWIDE PLANNING; EDUCATIONAL PLANNING; INTERNSHIP PROGRAMS; EXCHANGE PROGRAMS; *INSERVICE PROGRAMS; *PRESERVICE EDUCATION

ABSTRACT - THIS REPORT DESCRIBES THE PLANNING, DEVELOPMENT AND CONDUCT OF A UNIQUE PLANNING WORKSHOP HELD FOR EDUCATORS, BUSINESS, INDUSTRY AND LABOR REPRESENTATIVES OF SEVEN STATES. THE WORKSHOP WAS UNIQUE IN THAT THE OBJECTIVES SET WERE "OUTPUT PRODUCT" ORIENTED AND NOT PARTICIPANT BEHAVIOR ORIENTED. EACH STATE TEAM SUCCESSFULLY COMPLETED A PLAN FOR THE STATEWIDE DELIVERY OF PROFESSIONAL EDUCATOR PRE-SERVICE AND INSERVICE TRAINING UTILIZING A COOPERATIVE APPROACH. PROJECT EVALUATION RESULTS INDICATED THAT ALL PROJECT OBJECTIVES WERE MET. RECOMMENDATIONS FOR FUTURE ACTION

ARE PROPOSED. (AUTHOR/KB)

VT 101 403
ECONOMIC CONCEPTS. OCCUPATIONAL WORK ADJUSTMENT.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 49P.

DESCRIPTORS - *JUNIOR HIGH SCHOOL STUDENTS; *ECONOMICS; *CURRICULUM DEVELOPMENT; DISTRIBUTIVE EDUCATION; VOCATIONAL ADJUSTMENT

ABSTRACT - THIS MANUAL, DEVELOPED ESPECIALLY FOR JUNIOR HIGH STUDENTS, IS INTENDED AS AN AID TO THE DEVELOPMENT OF A UNIT OF STUDY INVOLVING BASIC ECONOMIC CONCEPTS. IT IS CONSTRUCTED IN A T FORMAT WITH BASIC ACADEMIC CONCEPTS AND DISCUSSIONS ON THE LEFT SIDE OF THE PAGE AND APPLICATIONS, REFERENCES, ACTIVITIES, ETC. ON THE RIGHT. A GENERAL PHILOSOPHY OF THIS MANUAL IS THAT ECONOMIC EDUCATION MUST OCCUR WITHIN THE FRAMEWORK OF THE STUDENT'S EXPERIENCE. THEREFORE, THE CONCEPTS PRESENTED HERE ARE ONES WHICH CAN BE IDENTIFIED AND EXPLORED IN THE EVERYDAY LIFE OF THE STUDENT. CHAPTERS COVER THE FOLLOWING TOPICS: I. RESOURCES AND PRODUCTION, II. ECONOMIC SYSTEMS, III. MONEY AND BANKING, IV. ECONOMIC GROWTH, V. TAXATION, AND VI. COMMUNITY ECONOMICS. LISTS OF REFERENCE BOOKS AND OF SOURCES OF FREE AND INEXPENSIVE MATERIALS ARE FURNISHED. (AUTHOR/LJ)

VT 101 404
STRIETELMEIER, JACK
ECONOMICS FOR DISTRIBUTIVE EDUCATION. AN INTRODUCTION TO FUNDAMENTALS.

UPPER ARLINGTON HIGH SCHOOL, COLUMBUS, OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 59P.

DESCRIPTORS - *ECONOMICS; *DISTRIBUTIVE EDUCATION; *TRANSPARENCIES

ABSTRACT - THIS DOCUMENT PRESENTS AN INTRODUCTORY COURSE IN ECONOMICS THROUGH WHICH IT IS HOPED THAT THE DISTRIBUTIVE EDUCATION STUDENT WILL GAIN A DEEPER INSIGHT INTO THE INTRICATE WORKINGS OF OUR ECONOMIC SYSTEM, AND A DEEPER APPRECIATION FOR THE ACCOMPLISHMENTS OF THIS SYSTEM DURING THE HISTORY OF OUR NATION. BY COMPARING OUR SYSTEM WITH OTHER ECONOMIC SYSTEMS, THE THEORY THAT OURS, EVEN WITH ITS SHORTCOMINGS, IS THE BEST ECONOMIC SYSTEM IN OPERATION IN THE WORLD TODAY CAN BE SUPPORTED. THIS COURSE IS NOT MEANT TO BE A COMPLETE STUDY OF THE FIELD OF ECONOMICS, BUT RATHER A VERY BASIC INTRODUCTION TO THE SUBJECT. IT IS HOPED THAT THROUGH THIS INTRODUCTION, MANY STUDENTS WILL BECOME INTERESTED IN ECONOMICS AND PURSUE FURTHER STUDIES IN THIS AREA. CHAPTER TITLES INCLUDE THE FOLLOWING: I. SCARCITY: THE BASIC PROBLEM OF ECONOMICS, II. MEETING THE SCARCITY PROBLEM, III. THE IMPORTANCE OF PRODUCTION IN AN ECONOMY, IV. THE IMPORTANCE OF MARKETING IN AN ECONOMY, V. THE GROSS NATIONAL PRODUCT, VI. THE LAW OF SUPPLY AND DEMAND, VII. THE UNITED STATES AND THE SCARCITY PROBLEM, VIII. COMPARATIVE ECONOMIC SYSTEMS, AND IX. THE FUTURE AND ECONOMICS. TRANSPARENCY ORIGINALS FOR ECONOMICS ARE APPENDED. (AUTHOR/LJ)

VT 101 405
GREENFIELD, BLAINE S.
SHOPLIFTING: A STUDY GUIDE.

RIDER COLL., TRENTON, N.J. DEPT. OF BUSINESS EDUCATION.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY RETAIL MERCHANTS

ASSOCIATION, P.O. BOX 22, 926 WEST
STATE STREET, TRENTON, N.J. 80601
PUB DATE - 71 60P.

DESCRIPTORS - *STUDY GUIDES; *DISTRIBUTIVE EDUCATION; *RETAILING; *ADULT EDUCATION; REFERENCE MATERIALS
IDENTIFIERS - *SHOPLIFTING

ABSTRACT - THE PURPOSE OF THIS STUDY GUIDE IS TO PROVIDE TEACHERS WITH MATERIAL RELATING TO THE PROBLEM OF SHOPLIFTING AND THE EFFECT OF THIS PROBLEM ON THE BUSINESS COMMUNITY. SECTION I OF THE GUIDE IS COMPOSED OF FIVE LESSONS. THE FIRST EXPLAINS THE TERM SHOPLIFTING, DESCRIBES THE EXTENT OF THE PROBLEM AND WHY PEOPLE SHOPLIFT. LESSON II IS INTENDED AS A REVIEW. LESSON III DISCUSSES THE TYPES OF SHOPLIFTING, THE METHODS SHOPLIFTERS USE, AND THE "TOOLS OF THE TRADE." LESSON IV DEALS WITH THE FACTORS THAT INDUCE SHOPLIFTING AND PREVENTIVE MEASURES THAT MIGHT BE USED TO COMBAT THIS CRIME. LESSON V PRESENTS THE LEGAL RAMIFICATIONS OF SHOPLIFTING. SECTIONS II AND III OF THE GUIDE ARE DEVOTED TO AN ANTI-SHOPLIFTING CAMPAIGN AND PROJECT MATERIALS. SECTION IV LISTS RESOURCE MATERIALS. (LJ)

VT 101 427
STROH, NANCY; AND OTHERS
CONSUMER CURRICULUM GUIDE TO CAREERS, JUNIOR AND SENIOR HIGH GRADE LEVEL.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 73P.

DESCRIPTORS - *CAREERS; *HIGH SCHOOL STUDENTS; JUNIOR HIGH SCHOOL STUDENTS; *CONSUMER EDUCATION; PUBLICIZE; BANKING; BUSINESS; COMPUTERS; FINANCIAL SUPPORT; PUBLIC RELATIONS
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THE UNIT GUIDES IN THIS BOOKLET PRESENT EXAMPLES OF CAREER EDUCATION LESSONS THAT COULD BE INCORPORATED INTO A JUNIOR OR SENIOR HIGH SCHOOL CONSUMER EDUCATION PROGRAM. THE GUIDES COULD BE CONSOLIDATED AND PLACED IN THE CURRICULUM AS A "CAREER EDUCATION UNIT," OR THEY COULD BE INTEGRATED INDIVIDUALLY INTO THE CURRICULUM AT APPROPRIATE TIMES. THE FOLLOWING CAREERS ARE STUDIED: ADVERTISING, BANKING, BUSINESS EMPLOYEES, COMPUTERS, FINANCING, PUBLIC RELATIONS, PURCHASING, SALES, AND TAXES. CONCEPTS, OBJECTIVES, PRE-ACTIVITIES, ACTIVITIES, BULLETIN BOARD IDEAS, CLOSING ACTIVITIES AND EVALUATION, OCCUPATIONAL GUIDELINES, REFERENCES, AND FIELD TRIPS AND RESOURCE PERSONS ARE PRESENTED. (KB)

VT 101 441
PALMER, KAREN
FASHION MERCHANDISING CAREER EXPLORATION LEARNING MATERIALS PACKET. ADMINISTRATOR'S MANUAL, STUDENT MATERIALS.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 82P.

DESCRIPTORS - *INDIVIDUALIZED INSTRUCTION; *CURRICULUM GUIDES; *MERCHANDISING; *SECONDARY GRADES; DISTRIBUTIVE EDUCATION; MANAGEMENT EDUCATION; EVALUATION; *CAREER PLANNING
IDENTIFIERS - MINNESOTA; *APPAREL INDUSTRY

ABSTRACT - THE PURPOSE OF THIS INSTRUCTIONAL PACKET IS TO PRESENT REALISTICALLY THE DEMANDS AND CAREER POTENTIAL OF THE FASHION MERCHANDISING AND MANAGEMENT FIELDS. THE FASHION MERCHANDISING PACKET IS DIVIDED INTO FOUR SECTIONS: OVERVIEW, IMPRESSIONS, EXPLORATION, AND PROJECTIONS. THE MATERIAL WAS DEVELOPED FOR STUDENTS IN HIGH SCHOOL AND ADULTS. UPON COMPLETION OF THE PACKET, THE STUDENT SHOULD BE ABLE TO: (1) EXPRESS A KNOWLEDGE OF BASIC FASHION FACTS AND TERMINOLOGY; (2)

SHOW A FAMILIARITY WITH THE FASHION STRUCTURE IN OUR SOCIETY; (3) TRANSMIT A COMPREHENSION OF THE FASHION INDUSTRY'S UNIQUENESS; (4) RECOGNIZE SOME OF THE WORKING CONDITIONS IN THE FIELD; (5) IDENTIFY ABILITIES, SKILLS AND QUALITIES IMPORTANT TO FASHION MERCHANDISING; (6) EVALUATE THE DEMANDS OF THE WORK ENVIRONMENT; AND (7) CONSTRUCT A FOLLOW UP TO THE PACKET. AN ADMINISTRATOR'S MANUAL, STUDENT QUESTIONNAIRES, WORKSHEETS AND HANDOUTS ARE PROVIDED. (AUTHOR/KB)

VT 101 444
ZERO IN ON COOPERATIVE VOCATIONAL EDUCATION TRAINING AGREEMENTS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN74 36P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *SCHOOL INDUSTRY RELATIONSHIP; *CONTRACTS; SPECIFICATIONS

ABSTRACT - THIS PUBLICATION IS INTENDED TO ENCOURAGE STATES AND LOCALITIES TO GIVE FURTHER CONSIDERATION TO THE DEVELOPMENT AND UTILIZATION OF TRAINING AGREEMENTS IN THE CONDUCT OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. BY WAY OF EXAMPLE AND ILLUSTRATION, TWELVE TRAINING AGREEMENTS WERE IDENTIFIED FOR USE IN THIS PUBLICATION. THE INFORMATION CONTAINED IN THIS PUBLICATION MAY BE VIEWED AS A FORM OF TECHNICAL ASSISTANCE. (AUTHOR/KB)

VT 101 450
VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION. REVISED 1974.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-4682
PUB DATE - 74 64P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *ABSTRACTS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *DISTRIBUTIVE EDUCATION

ABSTRACT - THIS ANNOTATED LISTING OF CURRICULUM MATERIALS FOR DISTRIBUTIVE EDUCATION IS PROVIDED IN ORDER TO APPRISE PLANNERS, ADMINISTRATORS, VOCATIONAL EDUCATORS, AND OTHERS INTERESTED IN OFFERING OR INVOLVED IN VOCATIONAL PROGRAMS OF THE AVAILABLE CURRICULUM MATERIALS DEVELOPED BY VARIOUS STATES. THE CURRICULUM MATERIALS HAVE BEEN IDENTIFIED WITH THE INSTRUCTIONAL TITLES AND CODES FROM THE CLASSIFICATION SYSTEM OF THE OFFICE OF EDUCATION. THE TITLE OF THE DOCUMENT, PUBLICATION DATE, THE NUMBER OF PAGES, PRICE, AND A SUMMARY OF THE CONTENT IS PROVIDED FOR EACH ANNOTATION. (KB)

VT 101 459
DISTRIBUTIVE EDUCATION I, COURSE OF STUDY.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 403P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *CURRICULUM GUIDES; HUMAN RELATIONS; INDIVIDUAL DEVELOPMENT; *JOB SKILLS; *MONEY MANAGEMENT; EMPLOYMENT; *PRACTICAL MATHEMATICS
IDENTIFIERS - OKLAHOMA

ABSTRACT - THE DISTRIBUTIVE EDUCATION I COURSE OF STUDY INCLUDES NINE TOPICS AND TWENTY-FIVE UNITS OF INSTRUCTION. THE NINE TOPICS ARE DESIGNED TO ACCOUNT FOR APPROXIMATELY FIFTEEN WEEKS OF RELATED INSTRUCTION TIME FOR THE SCHOOL YEAR. THE TOPICS ARE:

ORIENTATION, IMPORTANCE OF DISTRIBUTION, PERSONAL DEVELOPMENT, HUMAN RELATIONS, JOB SKILLS, EMPLOYMENT, FINANCIAL MANAGEMENT, AND BUSINESS MATH. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR THE DE TEACHER-COORDINATOR AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TESTS. (AUTHOR/KB)

VT 101 463
A CURRICULUM GUIDE FOR A CAREER EXPLORATION PROGRAM IN THE MIDDLE/JUNIOR HIGH SCHOOLS OF GEORGIA FOR BUSINESS EDUCATION EDUCATORS.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. DIV. OF VOCATIONAL EDUCATION.; GEORGIA STATE UNIV., ATLANTA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 30JUN72 211P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TEACHING GUIDES; *CAREER EDUCATION; *GRADE 8; *CAREER PLANNING
IDENTIFIERS - GEORGIA

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR THE JUNIOR HIGH SCHOOLS OF GEORGIA CONTAINS TEACHING GUIDES FOR MINI-COURSES IN GRADE 8 FOR OCCUPATIONAL EXPLORATION OF CLERICAL AND SECRETARIAL, MANAGEMENT AND FINANCE, MARKETING AND SALES, AND DATA PROCESSING OCCUPATIONS. THE GUIDE IS PART OF A STATE EFFORT TO PROVIDE STUDENTS WITH LEARNING ACTIVITIES IN CAREER EDUCATION. SELF-AWARENESS AND KNOWLEDGE OF OCCUPATIONAL AND EDUCATIONAL OPPORTUNITIES, DECISION-MAKING SKILLS, AND ATTITUDES TOWARD WORK ARE SOUGHT TO PROVIDE THE ADOLESCENT WITH TOOLS FOR VOCATIONAL DEVELOPMENT. THE TEACHING GUIDES FOR THE MINI-COURSES PROVIDE A 4-COLUMN FORMAT OF OBJECTIVES, LEARNING EXPERIENCES, INSTRUCTIONAL RESOURCES, AND SUGGESTED EVALUATION. (MU)

VT 101 476
A NATIONAL ANNOTATED BIBLIOGRAPHY OF CURRICULUM MATERIALS IN VOCATIONAL AND CAREER EDUCATION.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 828P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *ABSTRACTS; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *CAREER EDUCATION; HEALTH OCCUPATIONS; PRESCHOOL EDUCATION; PUBLIC SERVICE OCCUPATIONS; ADULT EDUCATION; MARKETING; BUSINESS EDUCATION

ABSTRACT - THIS NATIONAL ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS WHICH ARE AVAILABLE IN THE AREAS OF VOCATIONAL AND CAREER INFORMATION. THE AREAS COVERED INCLUDE: APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS; BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS; HEALTH OCCUPATIONS; INDUSTRIAL ORIENTED OCCUPATIONS; PERSONAL AND PUBLIC SERVICE OCCUPATIONS; PRESCHOOL THROUGH GRADES 6; GRADES 7 AND 8; GRADES 9 AND 10; GRADES 11 AND 12; GRADES 13 AND 14; ADULT EDUCATION; HANDICAPPED STUDENTS; DISADVANTAGED STUDENTS; CAREER EDUCATION; COMMON TO ALL AREAS; TEACHER-EDUCATOR; STATE AGENCY PERSONNEL; OCCUPATIONAL EDUCATION ADMINISTRATOR; AND LOCAL AGENCY GUIDANCE PERSONNEL. EACH ABSTRACT CONTAINS THE TITLE OF MATERIALS, NAME OF DEVELOPERS, TYPE OF MATERIAL, FOR STUDENT USE, TARGET LEVEL OF STUDENT, FOR PROFESSIONAL USE, TRAINING REQUIRED TO USE MATERIALS, CONSULTING SERVICES, COPYRIGHTS, COST, ORDERING INFORMATION, AND THE ABSTRACT. (KB)

VT 101 490
KOENINGER, JIMMY G.
YOU BE THE JUDGE: DISPLAY.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 35P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *DISPLAY PANELS; MARKETING; RETAILING; *CURRICULUM GUIDES
IDENTIFIERS - DISTRIBUTIVE EDUCATION MATERIALS LABORATORY

ABSTRACT - THIS INSTRUCTIONAL PACKAGE WAS DEVELOPED TO PROVIDE THE MARKETING EDUCATOR WITH VISUAL MATERIALS THAT CAN BE USED TO SUPPLEMENT EXISTING TEXTBOOK OFFERINGS IN THE AREA OF DISPLAY. THIS PACKAGE IDENTIFIES TWO BASIC GOALS: (1) BY VIEWING 35MM SLIDES THE STUDENT-TRAINEE WILL IDENTIFY PRINCIPLES OF DISPLAY, AND (2) THE STUDENT-TRAINEE WILL RATE 35MM SLIDES OF RETAIL DEPARTMENT STORE DISPLAYS AND COMPARE THESE RATINGS WITH DISPLAY EXPERTS AND CUSTOMERS. DISPLAY CHECKLISTS AND DISPLAY RATING SHEETS, PERFORMANCE OBJECTIVES, RATING SHEET PROFILES, AND A LIST OF RECOMMENDED READINGS ARE PROVIDED. (KB)

VT 101 491
KOENINGER, JIMMY G.
YOU BE THE JUDGE: NEWSPAPER ADVERTISING LAYOUT.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 47P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *DISTRIBUTIVE EDUCATION; *MERCHANDISING; MARKETING; RETAILING; *CURRICULUM GUIDES; COMMERCIAL ART; PUBLICIZE; *LAYOUT (PUBLICATIONS)
IDENTIFIERS - DISTRIBUTIVE EDUCATION MATERIALS LABORATORY

ABSTRACT - THIS PACKAGE HAS BEEN DESIGNED TO PROVIDE THE MARKETING EDUCATOR WITH A CULMINATING ACTIVITY FOR AN INSTRUCTIONAL UNIT FOCUSING ON ADVERTISING LAYOUT PRINCIPLES AND PROCEDURES. THE STUDENT-TRAINEE WILL BE PROVIDED THE OPPORTUNITY TO VIEW TEN SELECTED ADVERTISEMENTS AND COMPARE THOSE RATINGS WITH THE RATINGS OF A PANEL OF EXPERTS. INSTRUCTIONAL SUGGESTIONS, AD LAYOUT RATING SHEETS, AD LAYOUT RATING PROFILES, CHECKLIST OF AD LAYOUT PRINCIPLES, CASE STUDIES, AND REFERENCES ARE PROVIDED. (KB)

VT 101 492
A COLLECTION OF OVERHEAD TRANSPARENCY MASTERS FOR DISTRIBUTIVE EDUCATION.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.; OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
SMALL BUSINESS ADMINISTRATION, COLUMBUS, OHIO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 85P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRANSPARENCIES

ABSTRACT - THIS DOCUMENT IS A COLLECTION OF OVERHEAD TRANSPARENCY MASTERS FOR DISTRIBUTIVE EDUCATION. IT WAS PRODUCED BY THE DISTRIBUTIVE EDUCATION MATERIALS LABORATORY OF THE VOCATIONAL DIVISION OF THE OHIO STATE DEPARTMENT OF EDUCATION IN COOPERATION WITH THE UNITED STATES SMALL BUSINESS ADMINISTRATION. (LJ)

VT 101 546
MUEHLBAUER, DAVID A.
DEVELOPMENT AND EVALUATION OF A GUIDE FOR INDIVIDUALIZING INSTRUCTION IN DISTRIBUTIVE EDUCATION. FINAL REPORT.

PHOENIX UNION HIGH SCHOOL DISTRICT, ARIZ.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 30JUN74 14P.

DESCRIPTORS - *GUIDES; *INDIVIDUALIZED INSTRUCTION;

*DISTRIBUTIVE EDUCATION; PROGRAM DEVELOPMENT; EVALUATION
IDENTIFIERS - PHOENIX UNION HIGH SCHOOL DISTRICT

ABSTRACT - THIS IS A FINAL REPORT OF A PROJECT WHOSE BASIC GOAL WAS THE DEVELOPMENT AND PILOT TESTING OF A CATALOG OF INDIVIDUALIZED MATERIALS FOR DISTRIBUTIVE EDUCATION. A TEACHER*S HANDBOOK TO ACCOMPANY THE GUIDE WAS ALSO PLANNED. THE PILOT TESTING OF THE GUIDE WAS CONDUCTED BY FIVE CONSULTING COORDINATORS. CONSULTANTS WERE SURVEYED AS TO THEIR USE OF THE GUIDE, AND THE PROBLEMS THEY ENCOUNTERED. OTHER DISTRIBUTIVE EDUCATION COORDINATORS WERE SURVEYED AS TO THEIR IMPRESSION OF THE ORGANIZATION AND CONTENT OF THE GUIDE. STUDENTS ALSO EVALUATED THE GUIDE. A "HANDBOOK TO THE GUIDE" WAS DEVELOPED AND CONTAINS USABLE INFORMATION TO HELP THE COORDINATOR IN IMPLEMENTING THE GUIDE INTO EVERYDAY TEACHING. (AUTHOR/KB)

VT 101 566
WELKER, L. C., JR.; GINN, CLYDE N.
A STUDY TO IDENTIFY THE INFLUENCE OF FACTORS OTHER THAN THE ATTAINMENT OF JOB SKILLS AFFECTING THE LONG RANGE SUCCESS OF VOCATIONAL AND TECHNICAL TRAINING PROGRAMS. (NO. 17, NO. 18, NO. 19; 3 VOLS.)

UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG. BUREAU OF EDUCATIONAL RESEARCH.
MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.; BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG73 353P.

DESCRIPTORS - *EDUCATIONAL PROGRAMS; *INTERPERSONAL COMPETENCE; *LIFE STYLE; *MOBILITY; *FAMILY RELATIONSHIP; SURVEYS; SECONDARY GRADES; POST SECONDARY EDUCATION
IDENTIFIERS - MISSISSIPPI

ABSTRACT - THE PURPOSE OF THIS STUDY WAS TO PROVIDE INFORMATION THAT COULD AID IN DEFINING INSTRUCTION, STUDENT SELECTION CONSIDERATIONS AND PROGRAM ORGANIZATION THAT WOULD LEAD TO A HIGHER DEGREE OF PROGRAM SUCCESS. SOCIAL SKILLS, LIFE STYLE, MOBILITY, FAMILY RELATIONSHIPS AND CONTEXTUAL FACTORS WERE INCLUDED. THE STUDY MADE USE OF DATA COLLECTED IN THREE WAYS: (1) SUPPLIED BY CENTER DIRECTORS, (2) GATHERED BY TEACHERS THROUGH OBSERVATION AND CONSERVATION, AND (3) FURNISHED BY THE STUDENT THROUGH QUESTIONNAIRES. FOR THE DATA ANALYSIS PURPOSES VOCATIONAL PROGRAMS WERE CATEGORIZED AS FOLLOWS: TRADE AND INDUSTRIAL, TECHNICAL, BUSINESS AND OFFICE, MARKETING AND DISTRIBUTION, AND HEALTH OCCUPATIONS. THE SAME CLASSIFICATION SYSTEM WAS USED FOR SECONDARY AND POST SECONDARY INSTITUTIONS. THE STATE WAS PARTITIONED INTO NINE REGIONS. MOBILITY AND SOCIAL FACTORS WERE EXAMINED FOR EACH REGION AND FOR THE STATE AS A WHOLE. (KB)

VT 101 601
MATTINGLY, JOHN
COURSE OUTLINE FOR SEARS RETAIL INDUCTION.

KENT STATE UNIV., OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 165P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *TRANSPARENCIES; *TEACHING GUIDES; CURRICULUM GUIDES
IDENTIFIERS - SEARS ROEBUCK

ABSTRACT - THIS COURSE OUTLINE DIRECTS THE CLASS INSTRUCTOR ON HOW TO PRESENT MATERIAL WHICH IS NECESSARY FOR TRAINEES TO BECOME EFFICIENT AND PRODUCTIVE SEARS SALESMEN. THE COURSE IS WRITTEN FOR A TOTAL OF 14 HOURS OF INSTRUCTION.

EACH OF THE SEVEN SESSIONS HAS GENERAL AND SPECIFIC AIMS AND OBJECTIVES STATED, SUPPLY AND EQUIPMENT LISTS, COURSE CONTENT, AND METHOD OF TEACHING USED. TRANSPARENCIES AND SCRIPTS FOR TAPE RECORDINGS ARE FOUND IN THE APPENDIX. (KB)

VT 101 630
CAREER INFORMATION FOR DISTRIBUTIVE EDUCATION. STUDENT HANDBOOK.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 73   218P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL CLUSTERS; *MARKETING; *STUDY GUIDES
IDENTIFIERS - *CAREER EXPLORATION

ABSTRACT - THE MANUAL IS INTENDED FOR USE BY STUDENTS IN A CAREER EXPLORATORY SERIES OF MINI-COURSES COVERING 25 OCCUPATIONAL CLUSTERS IN MARKETING AND DISTRIBUTION. AN INTRODUCTION, BEHAVIORAL OBJECTIVES, REQUIREMENTS, AND CLUSTER DESCRIPTIONS ARE ADDRESSED TO THE STUDENTS AND THE USE OF VARIOUS FORMS FROM THE MANUAL IN COMPLETING THE STUDY IS EXPLAINED. EACH CLUSTER PROVIDES INFORMATION, JOB TITLES, SUGGESTED LEARNING ACTIVITIES AND RESOURCES FOR THE STUDENT TO USE. (AUTHOR/MU)

VT 101 802
TWENTY-FIVE LESSON PLANS FOR DISTRIBUTIVE EDUCATION. VOLUME 2.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 75   50P.; SEE RELATED DOCUMENT IN THIS ISSUE AS VT 101 803.

DESCRIPTORS - *TEACHING METHODS; *DISTRIBUTIVE EDUCATION; *LESSON PLANS; *CURRICULUM GUIDES; *TEACHER DEVELOPED MATERIALS; TEACHING PROCEDURES; SECONDARY GRADES

ABSTRACT - DEVELOPED BY STUDENTS IN A SUMMER SCHOOL CLASS IN METHODS OF TEACHING AT DELAWARE STATE COLLEGE THESE LESSON PLANS PRESENT SUBJECT MATTER CONTENT FOR A SECONDARY SCHOOL CLASS IN DISTRIBUTIVE EDUCATION USING AN ORGANIZED PRESENTATION OF TEACHING AIMS, INTRODUCTION, CONTENT, SUMMARY AND EVALUATION FOR EACH OF THE 25 TOPICS ALONG WITH A VARIETY OF TEACHING METHODS. THESE INCLUDE DISCUSSION, LECTURE, SOCRATIC, VINCENTIAN, AUDIOVISUAL, MINICH, MONITORIAL, SENSE-REALISM, INDUSTRIAL, CASE STUDY, AND PROGRAMMED LEARNING. THE FIVE MAJOR AREAS OF DISTRIBUTIVE EDUCATION INCLUDED IN THE COURSE ARE FUNCTIONS OF MARKETING, FUNDAMENTAL SKILLS, PRODUCT TECHNOLOGY, SOCIAL SKILLS, AND ECONOMIC UNDERSTANDINGS. VOLUME I IS AVAILABLE AS VT 101 803. (AUTHOR/MU)

VT 101 803
SEEK AND FIND GAMES, CROSSWORDS. VOLUME I.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 75   85P.; SEE RELATED DOCUMENT IN THIS ISSUE AS VT 101 802.

DESCRIPTORS - *CLASSROOM GAMES; *PUZZLES; *DISTRIBUTIVE EDUCATION; *STUDENT DEVELOPED MATERIALS; ANSWER KEYS

ABSTRACT - TO ASSIST DISTRIBUTIVE EDUCATION TEACHERS WITH CLASSROOM LEARNING ACTIVITIES, A GROUP OF STUDENTS ENROLLED IN A RETAILING CLASS PREPARED THE 24 GAMES AND PUZZLES PRESENTED HERE. WORD GAMES AND PUZZLES WHICH USE MARKETING, ECONOMIC, AND BUSINESS TERMS, INCLUDE SEEK AND FIND GAMES AND CROSSWORD PUZZLES ARE PROVIDED WITH ANSWER KEYS. VOLUME II IS AVAILABLE AS VT 101 802. (AUTHOR/MU)

VT 101 825
LUSTIC, GARY, AND OTHERS
AN ANALYSIS OF THE PURCHASING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 222P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 824 AND VT
101 826 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*PURCHASING; *JOB SKILLS;
*OCCUPATIONAL INFORMATION; TASK
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE OCCUPATION OF PURCHASING AGENT-BUYER IS ANALYZED IN THIS VOLUME. WHILE THIS TYPE OF JOB MAY BE FOUND IN VARIOUS AREAS, MANY USING ELECTRONIC DATA PROCESSING SYSTEMS, INDUSTRIAL PURCHASING IN A COMPANY USING A MANUAL INFORMATION RETRIEVAL SYSTEM WAS CHOSEN FOR ANALYSIS. (AUTHOR/MF)

VT 101 826
BRYAN, JAMES E.
AN ANALYSIS OF THE PROPERTY
MANAGING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 204P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 825 AND VT
101 827 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*HOUSING MANAGEMENT AIDES; *JOB
SKILLS; *OCCUPATIONAL INFORMATION;
TASK PERFORMANCE; EQUIPMENT
UTILIZATION
IDENTIFIERS - *PROPERTY MANAGEMENT

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF A PROPERTY MANAGER ARE ANALYZED IN THIS VOLUME. MANY OF THE TASKS OUTLINED MAY BE PERFORMED BY PERSONS WHOSE TITLES INCLUDE RESIDENT MANAGER, RENTAL AGENT, MAINTENANCE ENGINEER, JANITORIAL STAFF, OR GROUND SPECIALIST. (AUTHOR/MF)

VT 101 827
HARESTAD, CLIFFORD E., AND OTHERS
AN ANALYSIS OF THE REAL ESTATE
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 114P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 826 AND VT
101 828 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *REAL ESTATE OCCUPATIONS; *SALES OCCUPATIONS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DESCRIBES THE TASKS PERFORMED BY A PERSON WHO HAS BEEN LICENSED TO SELL REAL ESTATE. IT REPRESENTS AN ACCOUNTING OF WHAT MUST BE DONE BY THE REAL ESTATE SALES AGENT THROUGH THE CYCLE OF A RESIDENTIAL SALE. (AUTHOR/MF)

VT 101 828
DIPLACIDO, PAT E., AND OTHERS
AN ANALYSIS OF THE SMALL BUSINESS MANAGING OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 238P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 827 AND VT 101 829 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; MANAGERIAL OCCUPATIONS; *BUSINESS ADMINISTRATION; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *ENTREPRENEURS

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE DUTIES OF A SMALL BUSINESS MANAGER WHO IS RESPONSIBLE FOR THE OPERATION OF AN INDIVIDUALLY OWNED SMALL BUSINESS ARE DESCRIBED IN THIS VOLUME. DUTIES WOULD BE PREDOMINANTLY SUPERVISION AND MANAGEMENT, DEPENDING ON THE SIZE AND NATURE OF THE BUSINESS. (AUTHOR/MF)

VT 101 848
FRAZER, WILLIAM C., AND OTHERS
AN ANALYSIS OF THE BANK TELLER OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 154P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 847 AND VT 101 849 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *FINANCE OCCUPATIONS; CLERICAL WORKERS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *TELLERS (BANKING)

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE

TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE BANK TELLER OCCUPATION ANALYZED IN THIS VOLUME DETAILS THE DUTIES NECESSARY TO SERVICE BANK CUSTOMERS. WHILE IN A LARGE METROPOLITAN BANK THE MORE SPECIALIZED WORKER MIGHT PERFORM AS FEW AS TWO OF THE DUTIES LISTED, THE TELLER IN A SMALL BANK WOULD PERFORM ALL OF THEM. (AUTHOR/MF)

VT 101 849
WYATT, TOM; ULRICH, LARRY
AN ANALYSIS OF THE CREDIT INVESTIGATION OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 66P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 848 AND VT 101 850 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *CREDIT (FINANCE); *INVESTIGATIONS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASK ANALYSIS FOR THE OCCUPATION OF A CREDIT INVESTIGATION AGENT IS PRESENTED IN THIS VOLUME FROM THE ASPECT OF THE CREDIT BUREAU OPERATION. (AUTHOR/MF)

VT 101 861
CHEETWOOD, JOHN E.; CONNELL, JOHN R.
AN ANALYSIS OF THE RETAIL FLORIST OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 64P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 860 AND VT 101 862 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *FLORICULTURE; *RETAILING; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT

PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. IN THIS VOLUME THE RETAIL FLORIST OCCUPATION IS ANALYZED. AS THE RETAIL FLORIST IS BOTH DESIGNER AND SALESPERSON, THE ANALYSIS EMPHASIZES PSYCHOLOGICAL FACTORS, I.E., SENSITIVITY TO CUSTOMERS' NEEDS. (AUTHOR/MF)

VT 101 863
LUCAL, KARLE A.
AN ANALYSIS OF THE WHOLESALE FLORIST OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 88P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 862 AND VT 101 864 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *FLORICULTURE; *WHOLESALING; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE PRINCIPAL JOBS OF A WHOLESALE FLORIST ARE ANALYZED IN THIS VOLUME. (AUTHOR/MF)

VT 101 868
BOHAC, ROBERT D.; VERNON, ROBERT C.
AN ANALYSIS OF THE AUTOMOBILE SALES OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 232P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 867 AND VT 101 869 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *SALES OCCUPATIONS; *MOTOR VEHICLES; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DESCRIBES THE VARIOUS TASKS REQUIRED IN THE AUTOMOBILE SALES OCCUPATION. (AUTHOR/MF)

VT 101 870
KITZMILLER, CHARLES C., AND OTHERS
AN ANALYSIS OF THE INDUSTRIAL SALES OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 234P.; SEE

RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 869 AND VT 101 871 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *SALES OCCUPATIONS; *INDUSTRIAL PERSONNEL; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE INDUSTRIAL SALES OCCUPATION IS ANALYZED IN THIS VOLUME. INDUSTRIAL SALESPERSONS USUALLY SELL MERCHANDISE THAT INDUSTRY WILL USE IN ITS OWN BUSINESS RATHER THAN FOR RESALE AND THESE PERSONS' WORK IS DIFFERENTIATED FROM OTHER TYPES OF SELLING. (AUTHOR/MF)

VT 101 871
MOORE, GORDON, AND OTHERS
AN ANALYSIS OF THE INSURANCE SALES OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 238P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 870 AND VT 101 872 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *INSURANCE OCCUPATIONS; *SALES OCCUPATIONS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE LICENSED INSURANCE SALESPERSON'S DUTIES ARE ANALYZED IN THIS VOLUME WITHOUT SPECIFYING A PARTICULAR KIND OF INSURANCE OR MODE OF EMPLOYMENT, AS THE GENERAL DUTIES ARE THE SAME FOR ALL INSURANCE SALESPERSONS. (AUTHOR/MF)

VT 101 875
CAREER INFORMATION UNIT FOR DISTRIBUTIVE EDUCATION. TEACHER HANDBOOK.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 110P.; SEE RELATED DOCUMENT (STUDENT HANDBOOK) VT 101 630 IN AIM, VOL. 8, NO. 3, PAGE 429.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *VOCATIONAL DEVELOPMENT; CAREER PLANNING; *OCCUPATIONAL INFORMATION

ABSTRACT - THIS TEACHER'S GUIDE IS DESIGNED FOR USE IN AN EXPLORATORY COURSE IN CAREERS IN MARKETING AND DISTRIBUTION. IT COVERS 25 CLUSTERS OF OCCUPATIONS RANGING FROM

ADVERTISING APPAREL AND FOOD DISTRIBUTION THROUGH HOME FURNISHINGS AND HOTELS TO TELEVISION, TRANSPORTATION AND WHOLESALING. ALL 25 CAREER INFORMATION UNITS (CIU) ARE CONTAINED IN EACH STUDENT CIU HANDBOOK TO WHICH THIS GUIDE IS KEYED. A SUGGESTED PRESENTATION FOR STUDENT ORIENTATION AND INSTRUMENTS FOR TESTING STUDENT INTERESTS ARE PROVIDED AND REQUIREMENTS FOR STUDENT ACTIVITIES, METHODS OF GRADING, AND RECORD KEEPING ARE SUMMARIZED. THE TEACHER IS SUPPLIED WITH METHODS FOR INVOLVING THE COMMUNITY, FINDING RESOURCE PERSONNEL, AND PROMOTING PUBLIC RELATIONS. AN ORDER FORM FOR THE TEACHER TO OBTAIN THE TEACHING MATERIALS MENTIONED IN THE MANUAL IS INCLUDED. (MU)

VT 101 999
MELETTA, EDWIN
USING THE PROJECT METHOD IN DISTRIBUTIVE EDUCATION.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; PASSAIC VALLEY HIGH SCHOOL, LITTLE FALLS, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
NEW JERSEY VOCATIONAL-TECHNICAL CURRICULUM LAB.; BUILDING 4103 - KILMER CAMPUS; RUTGERS UNIVERSITY; NEW BRUNSWICK, NJ 08903. ($1.50 PLUS POSTAGE)
PUB DATE - APR75 61P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *PROJECT TRAINING METHODS; GRADE 10; GRADE 11; *TEACHING GUIDES; VOCATIONAL DEVELOPMENT
IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS DOCUMENT EXPLAINS HOW TO INTEGRATE THE PROJECT TRAINING METHODS INTO A DISTRIBUTIVE EDUCATION CURRICULUM FOR GRADES 10 OR 11. THE PURPOSE OF THIS TEACHER'S MANUAL IS TO GIVE AN OVERALL PICTURE OF THE PROJECT METHOD IN USE. SAMPLE PROJECTS ARE INCLUDED WHICH COULD APPLY TO ANY DISTRIBUTIVE EDUCATION STUDENT CONCENTRATING ON THE MAJOR AREAS OF CAREER DEVELOPMENT, ADVERTISING, DISPLAY, AND SALESMANSHIP. (LJ)

VT 102 002
CICCHETTI, ELRIC A.
MARKETING COMPETENCIES: A CORE COURSE OF STUDY.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 73 35P.

DESCRIPTORS - *CORE COURSES; *MARKETING; *CURRICULUM DESIGN; *DISTRIBUTIVE EDUCATION; *CURRICULUM EVALUATION; TASK ANALYSIS; TAXONOMY; LESSON PLANS; EDUCATIONAL OBJECTIVES

ABSTRACT - THIS DOCUMENT PROVIDES A SYSTEMATIC ANALYSIS OF CURRICULUM IN MARKETING, FOCUSING ON THE DESIGN AND EVALUATION OF A VOCATIONAL COURSE IN THE DISTRIBUTIVE EDUCATION CURRICULUM. THE CORE COURSE, ENTITLED BASIC MARKETING, WAS SELECTED BECAUSE MARKETING COMPETENCIES ARE ESSENTIAL TO EVERY DISTRIBUTIVE EDUCATION STUDENT. THE FOLLOWING AREAS ARE INCLUDED: (1) TAXONOMY OF MARKETING COMPETENCIES; (2) EDUCATIONAL OBJECTIVES FOR MARKETING COMPETENCIES; (3) AN INTERVIEW FORM TO COLLECT DATA ON COURSE OBJECTIVES PERTAINING TO THE MARKETING COMPETENCIES; (4) A CATEGORIZATION OF OBJECTIVES BASED ON YAGI'S TAXONOMICAL SYSTEM; (5) A MATRIX OF MARKETING COMPETENCIES TO ILLUSTRATE HIGH SCHOOL ENTRY LEVEL OCCUPATIONAL AREAS, MARKETING COMPETENCIES, AND OBJECTIVES; (6) AN INSTRUMENT FOR TASK ANALYSIS, AND (7) A SET OF SIX LESSON PLANS. (AUTHOR/LJ)

VT 102 013
CANEI, ROBERT A.
A LOOK AT METRICS IN DISTRIBUTIVE EDUCATION.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 143P.

DESCRIPTORS - *METRIC SYSTEM; DISTRIBUTIVE EDUCATION; *ADULT VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *TEACHING GUIDES

ABSTRACT - THE UNITED STATES WILL CONVERT TO THE METRIC SYSTEM OF MEASUREMENT IN THE NEAR FUTURE AND THE DISTRIBUTIVE EDUCATION PROGRAMS IN HIGH SCHOOL AND AT THE ADULT LEVEL WILL HAVE TO TRAIN THE NEEDED PERSONNEL FOR BUSINESS. THIS MANUAL GIVES THE BASIC CONVERSION METHODS AND INSTRUCTION IN TEACHING METRICS. METRIC PROGRAMS CONDUCTED FOR BUSINESS PERSONNEL WOULD BE THE SAME AS OTHER DISTRIBUTIVE EDUCATION PROGRAMS, WITH THE ADDITION OF PROMOTION AND PUBLICITY RELEASES. THE MANUAL INCLUDES TOPICAL OUTLINES AND SUGGESTIONS FOR THE INSTRUCTOR IN FIVE SESSIONS ON PROGRAM MANAGEMENT, METRIC LENGTH, METRIC AREA, METRIC VOLUME AND CAPACITY, AND METRIC MASS (WEIGHT). ALSO INCLUDED ARE SUPPLEMENTARY MATERIALS, FILM SUMMARIES, PROMOTIONAL MATERIAL, COURSE EVALUATION SHEETS, AND A LIST OF MATERIAL SOURCES. (MF)

VT 102 014
GUARINO, SAM
COMMUNICATIONS FOR SUPERVISORS.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - MAR74 119P.

DESCRIPTORS - *COMMUNICATION SKILLS; *SEMINARS; *LEADERS GUIDES; *SUPERVISORY TRAINING; *LEADERSHIP TRAINING; GROUP DISCUSSION; INSTRUCTIONAL MATERIALS

ABSTRACT - THE ESSENTIALS AND TECHNIQUES OF EFFECTIVE COMMUNICATION ARE PRESENTED IN THIS GUIDE DESIGNED AS A SOURCE BOOK FOR LEADERS CONDUCTING A COMMUNICATIONS SEMINAR. GENERAL SUGGESTIONS FOR LEADING A GROUP DISCUSSION AND SOME SPECIFIC SUGGESTIONS FOR ACTIVITIES WHICH INVOLVE THE SEMINAR PARTICIPANTS ARE PRESENTED. FACTUAL INFORMATION RELATING TO EFFECTIVE COMMUNICATION AND PROVIDING A BASIS FOR DISCUSSION IS ARRANGED BY TOPICAL HEADING. THE GUIDE IS DIVIDED INTO SIX UNITS ENTITLED: (1) PURPOSES AND PEOPLE, (2) RESPONSIBILITIES AND ROADBLOCKS, (3) PERSUASION AND PRINCIPLES, (4) LISTENING AND LEADERSHIP, (5) MEDIA AND MESSAGES, AND (6) MOTIVATION AND MANAGEMENT. APPENDED ARE SUPPLEMENTAL AIDS INCLUDING ACTIVITIES, HANDOUTS, AND TRANSPARENCY ORIGINALS. (VA)

VT 102 015
KOENINGER, JIMMY G.
SIMULATIONS AND GAMES. A GUIDEBOOK FOR DISTRIBUTIVE EDUCATION.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 82P.

DESCRIPTORS - *RESOURCE GUIDES; *DISTRIBUTIVE EDUCATION; *SIMULATION; *ABSTRACTS; *EDUCATIONAL GAMES

ABSTRACT - THIS GUIDEBOOK FOR THE TEACHER-COORDINATOR OF DISTRIBUTIVE EDUCATION PRESENTS ABSTRACTS OF 57 GAMES AND SIMULATIONS. EACH ABSTRACT PROVIDES A BRIEF OVERVIEW OF THE GAME OR SIMULATION. THE ABSTRACTS ARE SEQUENCED IN ALPHABETICAL ORDER. A TOPICAL INDEX IS ALSO PROVIDED FOR THE INSTRUCTOR WHO WISHES TO LOCATE ABSTRACTS OF GAMES OR SIMULATIONS APPROPRIATE TO A PARTICULAR SUBJECT SUCH AS ECONOMICS, HUMAN RELATIONS, BANKING, OR COLLECTIVE BARGAINING. DIRECTORIES OF PUBLISHERS, NEWSLETTERS, PROFESSIONAL ORGANIZATIONS, AND CENTERS FOR SIMULATION DEVELOPMENT ARE ALSO INCLUDED. A BRIEF BIBLIOGRAPHY IS APPENDED. (NJ)

VT 102 016
CANEI, ROBERT A.
EFFECTIVE RETAIL SALES TECHNIQUES.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 249P.

DESCRIPTORS - *RETAILING; *SALES OCCUPATIONS; MANUALS; EDUCATIONAL PROGRAMS; *ADULT VOCATIONAL EDUCATION; *SALESMANSHIP

ABSTRACT - THIS MANUAL IS A 12-HOUR PROGRAM FOR ADULTS WHO ARE WORKING OR PREPARING TO WORK AS RETAIL SALESPEOPLE. IT CAN ALSO BE USED AS A SUMMARIZATION MANUAL FOR HIGH SCHOOL STUDENTS. THE MANUAL CONSISTS OF FIVE SESSIONS WHICH TAKE THE INDIVIDUAL FROM THE HUMAN ASPECT OF SALES TO THE RELATED SALES TECHNIQUE. THE SESSIONS ARE ENTITLED: EMPLOYEE AND CUSTOMER RELATIONS, APPROACHES AND PRESENTATIONS, OBJECTIONS AND CLOSING THE SALE, SUGGESTION SELLING, AND SALES DEMONSTRATIONS. EACH SESSION PROVIDES AN INSTRUCTIONAL OUTLINE, RELATED METHODS, AND APPROPRIATE HANDOUTS AND TRANSPARENCY ORIGINALS. THE APPENDIX LISTS KEYS OF SESSION EVALUATION, PROMOTIONAL DEVICES, SUGGESTED FILMS, CASE STUDIES, AND SUPPLEMENTARY HANDOUTS AND TRANSPARENCY MASTERS. (NJ)

VT 102 017
KOENINGER, JIMMY G., AND OTHERS
AN ENVIRONMENTAL SIMULATION: LOCAL AND STATE LEADERSHIP DEVELOPMENT.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 75P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *SIMULATION; *LEADERSHIP TRAINING; INSTRUCTIONAL MATERIALS; YOUTH LEADERS; STUDENT ORGANIZATIONS
IDENTIFIERS - *DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA

ABSTRACT - THE PURPOSE OF THIS LEADERSHIP DEVELOPMENT TRAINING PACKAGE IS TO PROVIDE AN ENVIRONMENTAL SIMULATION FOR PREPARING LOCAL AND STATE OFFICERS IN THE DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA). THE PACKAGE PRESENTS THE PARTICIPANT WITH A LEARNING ENVIRONMENT RELEVANT TO THE FUTURE ROLE OF DECA OFFICER BY ALLOWING HIM OR HER TO EXPERIENCE A VARIETY OF TASKS PERFORMED BY THE DECA OFFICERS. THE PARTICIPANT IS EXPOSED TO SCRIPTS AND COMMUNICATIONS TYPICALLY EXPERIENCES BY LOCAL AND STATE DECA LEADERS. THE APPENDIX INCLUDES THE EVALUATION OF THE LEADERSHIP DEVELOPMENT WORKSHOPS CONDUCTED AT

THE 27TH ANNUAL CAREER DEVELOPMENT CONFERENCE IN ATLANTIC CITY, NEW JERSEY IN MAY 1973, DURING WHICH THESE LEADERSHIP TRAINING MATERIALS WERE PILOT-TESTED. (NJ)

VT 102 018
BENNER, SANDY
DEPARTMENT STORE PROBLEMS. AN IN-BASKET SIMULATION.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
DISTRIBUTIVE EDUCATION MATERIALS LAB, OHIO STATE UNIVERSITY, 1885 NEIL AVE., 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 95P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *RETAILING; *SIMULATION; *PROBLEM SOLVING; *DECISION MAKING; MANAGEMENT GAMES

ABSTRACT - THIS IN-BASKET SIMULATION PACKAGE WAS DESIGNED TO HELP STUDENTS LEARN ABOUT WORKING IN A DEPARTMENT STORE. VARIOUS ACTIVITIES COMMONLY OCCURING IN RETAILING ARE SIMULATED THROUGH THE USE OF WRITTEN MEMOS AND TELEPHONE MESSAGES. THE LEARNING ACTIVITIES WERE WRITTEN FOR USE IN EITHER A TRADITIONAL CLASSROOM OR A MODEL STORE. THE GOAL OF THE PACKAGE IS TO ACQUAINT THE STUDENT WITH SITUATIONS SURROUNDING VARIOUS TASKS THAT MUST BE PERFORMED IN A STORE. THE SCOPE OF TOPICS PRESENTED WAS REDUCED TO FUNCTIONS RATHER THAN POSITIONS IN AN EFFORT TO BETTER ENABLE THE STUDENTS TO IDENTIFY WITH THE ACTUAL UNITS OF WORK TO BE PERFORMED. (AUTHOR/VA)

VT 102 019
KOENINGER, JIMMY G.
YOU BE THE JUDGE: DISPLAY.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 36P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MERCHANDISING; INSTRUCTIONAL AIDS; MARKETING; EXHIBITS

ABSTRACT - THIS INSTRUCTIONAL PACKAGE WAS DEVELOPED TO PROVIDE THE DISTRIBUTIVE EDUCATION TEACHER-COORDINATOR WITH VISUAL MATERIALS THAT CAN BE USED TO SUPPLEMENT EXISTING TEXTBOOK OFFERINGS IN THE AREA OF DISPLAY (VISUAL MERCHANDISING). DESIGNED FOR USE WITH 35MM SLIDES OF RETAIL STORE DISPLAYS, THIS PACKAGE ALLOWS THE STUDENT TO VIEW THE SLIDES OF DISPLAYS AND IDENTIFY THE PRINCIPLES OF DISPLAY EMPLOYED. THE STUDENT THEN RATES THE DISPLAYS IN COMPARISON WITH THOSE OF DISPLAY EXPERTS. THE PACKAGE COULD ALSO BE USED FOR INDIVIDUAL STUDY AS WELL AS FOR REVIEW PURPOSES BY STUDENTS WISHING TO PARTICIPATE IN LOCAL, STATE OR NATIONAL COMPETITION. INCLUDED IN THE PACKAGE ARE PERFORMANCE OBJECTIVES, DISPLAY CHECKLISTS AND RATING SHEETS, AND RATING SHEET PROFILES. A LIST OF RECOMMENDED READINGS ALSO APPEARS. (NJ)

VT 102 020
KOENINGER, JIMMY G.
YOU BE THE JUDGE: NEWSPAPER ADVERTISING LAYOUT.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 47P.

DESCRIPTORS - NEWSPAPERS;

*MARKETING; *LAYOUT (PUBLICATIONS); *LEARNING ACTIVITIES; PUBLICIZE; JOURNALISM; SLIDES

ABSTRACT - THIS LEARNING PACKAGE IS DESIGNED TO PROVIDE THE MARKETING EDUCATOR WITH A CULMINATING ACTIVITY FOR AN INSTRUCTIONAL UNIT FOCUSING ON ADVERTISING LAYOUT PRINCIPLES AND PROCEDURES. IT IS TO BE USED IN CONJUNCTION WITH 35MM SLIDES OF NEWSPAPER ADVERTISEMENTS, WHICH THE STUDENT VIEWS AND RATES IN COMPARISON WITH THE RATINGS OF A PANEL OF EXPERTS. A MOTIVATIONAL DEVICE IS EMPLOYED IN AWARDING THE STUDENTS "PROFILE POINTS" BASED UPON THEIR RATINGS. EACH OF THE TEN CASE STUDIES INCLUDES BACKGROUND INFORMATION, ADVERTISING COPY, AND COPY RATING PROFILE. A CHECKLIST OF ADVERTISING LAYOUT PRINCIPLES AND LAYOUT RATING SHEET ARE ALSO INCLUDED. (AUTHOR/NJ)

VT 102 021
EVERHARDT, RICHARD M.
DICTIONARY OF MARKETING TERMS.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, OHIO STATE UNIVERSITY, 1885 NEIL AVE., 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 103P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MARKETING; *DICTIONARIES; RETAILING; WHOLESALING; ECONOMICS; INVESTMENT; DEFINITIONS

ABSTRACT - A LISTING OF WORDS AND DEFINITIONS COMPILED FROM MORE THAN TEN COLLEGE AND HIGH SCHOOL TEXTBOOKS ARE PRESENTED IN THIS DICTIONARY OF MARKETING TERMS. OVER 1200 ENTRIES OF TERMS USED IN RETAILING, WHOLESALING, ECONOMICS, AND INVESTMENTS ARE INCLUDED. THIS DICTIONARY WAS DESIGNED TO AID BOTH INSTRUCTORS AND STUDENTS TO BETTER UNDERSTAND THE TERMINOLOGY THAT APPEARS IN TEXTS WHICH ARE USED IN DISTRIBUTIVE EDUCATION COURSES. (VA)

VT 102 022
BROCKWAY, JERRY
STORE SECURITY. CREDIT CARD FRAUD.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 56P.

DESCRIPTORS - SECURITY; RETAILING; *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *ADULT EDUCATION; CREDIT (FINANCE); *STEALING; *PREVENTION

ABSTRACT - THIS MANUAL, INTENDED FOR USE BY ADULTS AND NOT IN THE HIGH SCHOOL CLASSROOM SITUATION, PRESENTS MATERIAL DIRECTED TOWARD ASSISTING IN THE REDUCTION OF CREDIT CARD CRIME. THIS TEACHING GUIDE IS ORGANIZED IN THREE SECTIONS WHICH DEAL WITH THE NATURE OF AND MAJOR REASONS FOR CREDIT CARD FRAUD, THE TYPES OF HOT CARD RUNNERS, AND METHODS OF REDUCING CREDIT CARD LOSSES. THE FORMAT OF THE MATERIALS IS A TWO-COLUMN ARRANGEMENT, HEADED INSTRUCTIONAL OUTLINE AND METHODS. APPROPRIATE HANDOUTS ACCOMPANY EACH LESSON AND A LIST OF REFERENCES IS APPENDED. (LJ)

VT 102 023
HAWLEY, DEAN A.
STORE SECURITY: CHECK CASHING PROCEDURES AND CASH HANDLING CONTROL.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO

STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 76P.

DESCRIPTORS - SECURITY; *RETAILING; *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; COURSE CONTENT; CREDIT (FINANCE); *STEALING; *PREVENTION

ABSTRACT - THIS TRAINING COURSE IS DESIGNED TO DEVELOP THE AWARENESS NEEDED IN ACCEPTING CHECKS, AS WELL AS WHAT TO DO IN A SITUATION WHERE THE PERSON IS PURPOSELY PASSING FRAUDULENT CHECKS. THE FORMAT OF THE DOCUMENT IS A TWO-COLUMN ARRANGEMENT WITH AN OUTLINE OF THE MATERIAL TO BE TAUGHT JUXTAPOSED NEXT TO SUGGESTIONS FOR TEACHING THE MATERIAL. FOUR SESSIONS MAKE UP THE COURSE. THEY DEAL WITH HOW TO IDENTIFY BAD CHECKS AND WHAT TO DO TO TRY TO RECOVER FROM THE LOSS OF ACCEPTING A BAD CHECK. SUGGESTED PROMOTIONAL MATERIALS AND HANDOUTS ARE ALSO INCLUDED. (LJ)

VT 102 024
EVERHARDT, RICHARD M.
STORE SECURITY: INTERNAL SHRINKAGE CONTROL.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 124P.

DESCRIPTORS - *SECURITY; *RETRAINING; *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; COURSE CONTENT; TRANSPARENCIES; EMPLOYEE RESPONSIBILITY
IDENTIFIERS - OHIO; STATE LEGISLATION; SHOPLIFTING

ABSTRACT - THIS DOCUMENT PRESENTS A 10-WEEK TRAINING PROGRAM DESIGNED TO PROVIDE HELPFUL AND PROVEN METHODS FOR CONTROLLING INTERNAL SHRINKAGE IN RETAIL STORES. SHRINKAGE INCLUDES THE THREE PROBLEMS OF SHOPLIFTING, EMPLOYEE THEFT AND ERRORS, EACH OF WHICH IS ADDRESSED BY THE COURSE. OHIO'S LAWS ARE ALSO DISCUSSED. THE FORMAT FOR THE COURSE CONTENT SECTION IS A 2-COLUMN ARRANGEMENT WITH SUBJECT AND METHOD AS HEADINGS. ALSO PROVIDED ARE TRANSPARENCY MASTERS, HANDOUTS, AND ACTIVITIES RELATING TO THE VARIOUS UNITS. (LJ)

VT 102 025
MINSEL, ROBERT; GARMAN, JERRY
STORE SECURITY: REDUCING SHOPLIFTING.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - DEC72 66P.

DESCRIPTORS - *SECURITY; *DISTRIBUTIVE EDUCATION; *TEACHING GUIDES; *RETAILING; COURSE CONTENT; *STEALING
IDENTIFIERS - OHIO; STATE LEGISLATION; SHOPLIFTING

ABSTRACT - THE MAJOR PURPOSE OF THE COURSE OUTLINE PRESENTED IN THIS DOCUMENT IS THE REDUCTION OF STEALING IN RETAIL STORES. THE TEACHING OUTLINE IS FORMATTED BY JUXTAPOSING THE CONTENT OUTLINE OF EACH SUBSTANTIVE AREA NEXT TO RELEVANT ACTIVITIES AND METHODS. SOME OF THE TOPICS COVERED ARE PSYCHOLOGY OF SHOPLIFTING, TOOLS USED BY SHOPLIFTERS, OHIO'S STATE LAW ON SHOPLIFTING, AND WHAT TO DO TO REDUCE SHOPLIFTING OR IF A SHOPLIFTER IS SPOTTED. ALSO INCLUDED ARE TWO CASE STUDIES, HANDOUTS FOR THE VARIOUS UNITS, TESTS, AND A PROGRAM FORMAT FOR A SHOPLIFTING SEMINAR. (LJ)

VT 102 026
CANEI, ROBERT A.
TEACHER TACTICS.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 137P.

DESCRIPTORS - *TEACHING METHODS; *INSTRUCTIONAL MATERIALS; *TEACHING SKILLS; *TEACHING TECHNIQUES; *EFFECTIVE TEACHING; CLASSROOM TECHNIQUES; INSTRUCTIONAL AIDS; LESSON PLANS

ABSTRACT - THE OBJECTIVE OF THIS HANDBOOK IS TO ACQUAINT THE INEXPERIENCED INSTRUCTOR WITH THE ESSENTIAL FACTORS IN THE TEACHING SITUATION: (1) CHARACTERISTICS OF THE STUDENT, (2) OBJECTIVES OF THE COURSE OF INSTRUCTION, (3) HOW TO PLAN AND PRESENT THE LESSON, (4) INSTRUCTIONAL METHODS, (5) VARIOUS AIDS TO INSTRUCTION, AND (6) RESOURCES FOR MATERIALS. THE SUGGESTIONS CONTAINED IN THE HANDBOOK ARE ALSO USEFUL TO THE EXPERIENCED INSTRUCTOR AGAINST WHICH HIS PAST PRACTICES CAN BE EVALUATED AND HOPEFULLY IMPROVED. THE LAST SECTION PRESENTS TIPS ON TEACHING ADULTS. (AUTHOR/VA)

VT 102 027
HUMAN RELATIONS REVISED. A TRAINING COURSE FOR PEOPLE WHO MANAGE PEOPLE.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 191P.

DESCRIPTORS - *HUMAN RELATIONS; *MANAGEMENT DEVELOPMENT; *SUPERVISORY TRAINING; *INSTRUCTIONAL MATERIALS; ORGANIZATIONAL DEVELOPMENT; PERSONALITY; ORGANIZATIONAL COMMUNICATION; PROBLEM SOLVING; JOB SATISFACTION

ABSTRACT - A HUMAN RELATIONS TRAINING MANUAL FOR SUPERVISORS WHICH CONSISTS OF EIGHT 2-HOUR SESSIONS. THE FIRST SESSION IS DEVOTED TO LAYING A FRAMEWORK FOR DEVELOPING A HUMAN RELATIONS ATTITUDE. THE SECOND, THIRD, AND FOURTH SESSIONS ARE DEVOTED TO THE "FOUR KEYS OF GOOD HUMAN RELATIONS." SESSION FIVE COVERS COMMUNICATION. GRIEVANCES AND DISCIPLINE ARE COVERED IN SESSION SIX, AND THE SEVENTH AND EIGHTH SESSIONS COVER THE "FOUR STEP METHOD TO PROBLEM SOLVING." MATERIALS FOR HANDOUTS AND TRANSPARENCIES ARE PROVIDED AT THE END OF EACH SESSION. (AUTHOR/VA)

VT 102 028
HAWLEY, DEAN A.
A TRAINING COURSE FOR WAITERS AND WAITRESSES.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS. OHIO 43210.
PUB DATE - ND 137P.

DESCRIPTORS - *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; *INSTRUCTIONAL MATERIALS; *JOB TRAINING

ABSTRACT - THE TREMENDOUS GROWTH OF THE FOOD SERVICE INDUSTRY HAS CREATED A NEED FOR WELL-TRAINED EMPLOYEES IN THE RESTAURANT BUSINESS. THIS MANUAL PROVIDES MATERIAL FOR WAITER AND WAITRESS TRAINING IN DEVELOPING THE OVERALL REQUIRED SKILLS. THE COURSE IS

PRESENTED IN FOUR MAJOR SECTIONS: (1) RELATIONS-HUMAN AND CUSTOMER, (2) SANITATION AND FOOD HANDLING, (3) PREPARATION AND SERVICE, AND (4) SEQUENCE OF SERVICE AND PRESENTING THE CHECK. EACH SECTION CONSISTS OF A 3-HOUR SESSION WHICH CAN BE EXPANDED OR SHORTENED AS REQUIRED. OVERHEAD MASTERS, HANDOUTS, AND SKETCHES OF NEEDED MATERIALS ARE INCLUDED AT THE END OF EACH SECTION. (VA)

VT 102 029
EVERHARDT, RICHARD M.
SHOPLIFTING PREVENTION.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 29P.

DESCRIPTORS - *PROGRAMED INSTRUCTION; *RETAILING; *CRIME; INDIVIDUAL TESTS
IDENTIFIERS - SHOPLIFTING

ABSTRACT - THE RETAILERS' CONCERN ABOUT SHOPLIFTING AND SHOPLIFTING LOSSES PROVIDED IMPETUS FOR THE DEVELOPMENT OF THIS PROGRAMED TEXT. THE SELF-INSTRUCTIONAL BOOKLET IS DESIGNED FOR ALL RETAIL EMPLOYEES AS AN AID TO PREVENTING FINANCIAL LOSSES TO THE STORE CAUSED BY SHOPLIFTING. THE COMMON CHARACTERISTICS OF SHOPLIFTERS, METHODS USED BY SHOPLIFTERS, AND A METHOD OF APPREHENDING SHOPLIFTERS ARE EXAMPLES OF TOPICS INCLUDED IN THE TEXT. (VA)

VT 102 030
KOENINGER, JIMMY G.
THE MERCHANDISING GAME.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 30P.

DESCRIPTORS - *MERCHANDISING; *MANAGEMENT GAMES; *DECISION MAKING; *INSTRUCTIONAL MATERIALS; *SIMULATION; TEACHING GUIDES; WORKSHEETS; ECONOMICS

ABSTRACT - THIS DECISION-MAKING GAME IS BUILT ON A MODEL WHICH ADHERES TO THE ECONOMIC PRINCIPLES OF SUPPLY AND DEMAND. GAME PARTICIPANTS ARE FACED WITH THE TASK OF GENERATING PROFIT IN A SIMULATED COMPETITIVE SITUATION. THE GAME PROVIDES THE OPPORTUNITY FOR PARTICIPANTS TO GAIN A GREATER UNDERSTANDING OF: (1) THE RELATIONSHIP BETWEEN INCOME AND COSTS AND RESULTING PROFIT, (2) THE COMPLEXITY OF THE BUYING PROCESS, AND (3) THE INCOME STATEMENT. AN INSTRUCTOR'S GUIDE, WORKSHEETS FOR GAME PLAYERS AND TEACHER INFORMATION FORMS ARE INCLUDED IN THE MANUAL. (VA)

VT 102 031
KUEBBELER, GARY L.
GOING INTO BUSINESS FOR YOURSELF.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 273P.

DESCRIPTORS - *BUSINESS ADMINISTRATION; *EXPERIMENTAL CURRICULUM; *INSTRUCTIONAL MATERIALS; *GRADE 11; *GRADE 12;

DISTRIBUTIVE EDUCATION; LESSON PLANS; STUDENT PROJECTS
IDENTIFIERS - *ENTREPRENEURS

ABSTRACT - THE PURPOSE OF THIS EXPERIMENTAL CURRICULUM IS TO GIVE GRADE 11 AND GRADE 12 STUDENTS AN UNDERSTANDING OF THE PROBLEMS AND DECISIONS THAT FACE EVERY BUSINESSMAN IN STARTING AND MANAGING A BUSINESS. INCLUDED IN THIS MANUAL ARE 15 LESSON PLANS AND A MAJOR STUDENT PROJECT. THE PROJECT ATTEMPTS TO SERVE AS A CULMINATING ACTIVITY FOR MANY OF THE TOPICS DISCUSSED THROUGHOUT THE SCHOOL YEAR IN DISTRIBUTIVE EDUCATION CLASSES. THE PROJECT IS FLEXIBLE AND PERMITS THE TEACHER-COORDINATOR TO ADJUST BOTH THE TIMETABLE AND TYPE OF ASSIGNMENTS TO HIS PARTICULAR PURPOSES. THE LESSON PLANS WERE WRITTEN SO THAT THE MATERIAL COULD BE PRESENTED IN 20 MINUTES OR LESS. (AUTHOR/VA)

VT 102 032
CANEI, ROBERT A.
TRAINING IN YOUR COMMUNITY FOR TOURISM.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 189P.

DESCRIPTORS - *TOURISM; *ADULT VOCATIONAL EDUCATION; DISTRIBUTIVE EDUCATION; SERVICE OCCUPATIONS; HUMAN RELATIONS; *INSTRUCTIONAL MATERIALS; *TEACHING GUIDES

ABSTRACT - BECAUSE MANY DIFFERENT TYPES OF SERVICE OCCUPATIONS AND INDUSTRIES MAY BE INVOLVED WITH TOURISTS, THIS MANUAL HAS BEEN DEVELOPED SO THAT THE INSTRUCTOR MAY ADD OR DELETE FROM ITS CONTENT. THE MANUAL CONTAINS TOPICAL OUTLINES AND SUGGESTIONS FOR INSTRUCTORS IN FOUR SESSIONS. OTHER SECTIONS FOR PROGRAM DEVELOPMENT CONTAINED IN THE MANUAL ARE AGENDA AND CLASS EVALUATION, FILMS, SLIDES, PROMOTIONAL MATERIAL, AND SUPPLEMENTARY INFORMATION. (MF)

VT 102 033
KNOX, PHIL
THE SCHOOL STORE. A RETAIL LABORATORY FOR D.E.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 119P.

DESCRIPTORS - *RETAILING; *DISTRIBUTIVE EDUCATION; *PROJECT TRAINING METHODS; HIGH SCHOOL STUDENTS; LEARNING EXPERIENCE; *SALESMANSHIP; *MERCHANDISING; RECORDKEEPING; RECORDS (FORMS)
IDENTIFIERS - *SCHOOL STORES

ABSTRACT - HIGH SCHOOL DISTRIBUTIVE EDUCATION RETAIL LABORATORIES (SCHOOL STORES) PROVIDE PRACTICAL EXPERIENCES IN AN ACTUAL STORE ENVIRONMENT. THIS MANUAL PRESENTS INFORMATION TO ASSIST COORDINATORS IN CREATING A DISTRIBUTIVE EDUCATION RETAIL LABORATORY OR FOR IMPROVING AN EXISTING OPERATION. SECTIONS INCLUDE PREPARING PROPOSALS TO START A SCHOOL STORE, VENDOR'S LICENSE AND SALES TAX, STORE POLICIES, WHOLESALERS, STORE LAYOUT, EQUIPMENT PURCHASE POLICIES, PROMOTIONAL IDEAS, AND SAMPLE FORMS USED IN FINANCIAL, APPRAISAL, BUDGETARY, AND INVENTORY CONTROL. THE MANUAL WAS DEVELOPED IN COOPERATION WITH DISTRIBUTIVE EDUCATION COORDINATORS AT THE SCHOOL STORE WORKSHOP, TOLEDO, OHIO IN MARCH 1974. (MF)

VT 102 034
KOENINGER, JIMMY G.
HUMAN RELATIONS GAMES. BOOK ONE.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 61P.

DESCRIPTORS - *MANAGEMENT GAMES; *HUMAN RELATIONS; *INSTRUCTIONAL MATERIALS; PROBLEM SOLVING; COMMUNICATION SKILLS; GROUP ACTIVITIES; GROUP DYNAMICS; DECISION MAKING SKILLS

ABSTRACT - THE NEED FOR CLASSROOM MATERIALS WHICH ENCOURAGE TOTAL STUDENT INVOLVEMENT SERVED AS THE BASIS FOR THIS MANUAL. FOUR GAMES RELATED TO THE DEVELOPMENT OF HUMAN RELATIONS SKILLS ARE PRESENTED. IN THE FIRST GAME, PARTICIPANTS COMPETE AS MEMBERS OF A TEAM IN PERFORMING A TASK UNDER THREE TYPES OF COMMUNICATION SITUATIONS: (1) ONE-WAY COMMUNICATION, (2) TWO-WAY COMMUNICATION, AND (3) TWO-WAY COMMUNICATION PLUS VISUAL AIDS. THE SECOND GAME EMPHASIZES SKILLS IN GOAL-SETTING BOTH FOR INDIVIDUALS AND GROUPS. THE THIRD GAMING ACTIVITY DEMONSTRATES THE NEED FOR COOPERATION AMONG MEMBERS OF A GROUP TO ACCOMPLISH A GROUP TASK. THE FOURTH GAME PROVIDES THE PARTICIPANTS WITH AN OPPORTUNITY TO IDENTIFY THE PRINCIPLES OF GROUP CONSENSUS MAKING. PERFORMANCE OBJECTIVES, REQUIRED MATERIALS, AND PROCEDURES FOR CONDUCTING THE ACTIVITY ARE SPECIFIED IN DETAIL FOR EACH GAME. (VA)

VT 102 035
HEPHNER, TOM
INDUSTRIAL SALES DECISION-MAKING.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 74P.

DESCRIPTORS - *DECISION MAKING SKILLS; *SALESMANSHIP; INDUSTRIAL PERSONNEL; DISTRIBUTIVE EDUCATION; HIGH SCHOOL STUDENTS

ABSTRACT - IN HIGH SCHOOL DISTRIBUTIVE EDUCATION CLASSES THE SELLING FUNCTION IS USUALLY INTERPRETED AS IT RELATES TO RETAIL SALES. THE INDUSTRIAL SALES REPRESENTATIVE, HOWEVER, MUST ACT ON HIS OWN IN THE FIELD, MAKING DECISIONS WITHOUT CONSULTATION WITH HIS SUPERIORS. AS THE TOTAL DISTRIBUTIVE EDUCATION PROGRAM GROWS IN SOPHISTICATION, THERE IS A NEED TO PROVIDE CURRICULUM MATERIALS FOR THE YOUNG PERSON WHO MAY BE INTERESTED IN INDUSTRIAL SELLING. THIS DOCUMENT PRESENTS DECISION-MAKING EXERCISES DEVELOPED FOR THE ADVANCED DISTRIBUTIVE EDUCATION STUDENT WHO HAS ALREADY COMPLETED COURSES IN BASIC SELLING AND OTHER MARKETING FUNCTIONS. THE MATERIAL IS BROKEN DOWN INTO SEPARATE EXERCISES OR MODULES. COMPLETION TIME FOR EACH WILL RANGE FROM ONE CLASS PERIOD TO A WEEK. EACH EXERCISE INCLUDES A DECISION SITUATION, OBJECTIVES AND ACTIVITIES, PRE- AND POST-TESTS, AND TEACHER DATA. THE TEACHER-COORDINATOR MAY EVALUATE THE STUDENT OR DISCUSS THE EXERCISE AFTER THE STUDENT'S SELF-EVALUATION. (MF)

VT 102 036
CANEI, ROBERT A.
THE ART OF DELEGATING.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 136P.

DESCRIPTORS - *MANAGEMENT DEVELOPMENT; *PROFESSIONAL CONTINUING EDUCATION; *ADULT EDUCATION; *INSTRUCTIONAL MATERIALS; *ADMINISTRATOR GUIDES; DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION

ABSTRACT - THE PROBLEMS THAT DEVELOP FROM DELEGATION, AS WELL AS THOSE WHICH DEVELOP BECAUSE OF THE LACK OF IT, HAVE RECEIVED INCREASING ATTENTION IN RECENT YEARS. THIS MANUAL PRESENTS A PROGRAM BASED ON THE ART OF DELEGATING AUTHORITY AND RESPONSIBILITY FROM A MANAGEMENT PERSPECTIVE. THE COURSE IS DESIGNED TO HELP MANAGERS REALIZE THE VALUE OF DELEGATION BY UNDERSTANDING WHAT AND HOW TO DELEGATE AND BY IDENTIFYING WAYS TO OVERCOME THE FORCES WORKING AGAINST DELEGATION. THE PROGRAM CAN BE CONDUCTED IN 7 TO 20 HOURS, DEPENDING ON THE BACKGROUND OF THE INDIVIDUALS IN THE PROGRAM. THE COURSE WAS DEVELOPED FOR THE ADULT TRAINING LEVEL, BUT IT CAN ALSO BE USED FOR HIGH SCHOOL DISTRIBUTIVE EDUCATION STUDENTS AND IN POSTSECONDARY MANAGEMENT TRAINING. THE MANUAL INCLUDES TRANSPARENCIES AND A LISTING OF FILMS WHICH ARE ANNOTATED. (VA)

VT 102 037
RIGGS, WALTER A.
INSTRUCTOR'S GUIDE FOR PROFESSIONAL SUPERMARKET CHECKERS.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - ND 228P.

DESCRIPTORS - *TEACHING GUIDES; *FOOD STORES; *FOOD SERVICE OCCUPATIONS; *INSTRUCTIONAL MATERIALS; TESTS

ABSTRACT - THIS INSTRUCTOR'S GUIDE CONTAINS BASIC STANDARDS OF TRAINING FOR ALL STUDENTS ENROLLED IN CHECKER TRAINING PROGRAMS IN WASHINGTON STATE. INCLUDED ARE THE RESULTS OF ONE YEAR'S FIELD TESTING OF THE MOBILE CHECKER TRAINING PROGRAM. THIS GUIDE CONTAINS HANDOUTS TO BE USED IN CONJUNCTION WITH 30 3-HOUR UNITS OF STUDY AND IS NOT INTENDED AS A TEXT OR COURSE OUTLINE. IT IS TO BE USED IN COMBINATION WITH THE TEXTS "A STUDY GUIDE TO EFFICIENT MARKET CHECKING," "YOUR ATTITUDE IS SHOWING," AND THE 13 PROGRAMMED INSTRUCTION UNITS OF THE QUAKER OATS SUPERMARKET KIT. APPENDIX B CONTAINS TESTS FOR THE UNITS OF THIS GUIDE. (LJ)

VT 102 072
WYATT, TOM; ULRICH, LARRY
AN ANALYSIS OF THE CREDIT COLLECTION OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - ND 24P.; SEE RELATED DOCUMENTS VT 101 823 THRU 101 874 IN AIM, VOL. 8, NO. 4 AND VT 102 073 THRU 102 078 IN THIS ISSUE.

DESCRIPTORS - *TASK ANALYSIS; CREDIT (FINANCE); INVESTIGATIONS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *CREDIT ACCOUNT COLLECTIONS

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A

STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS ANALYSIS FOR THE OCCUPATION OF CREDIT COLLECTION AGENT IDENTIFIES TASKS THAT SHOULD BE UNDERSTOOD BEFORE ENTRY INTO THE JOB, ALTHOUGH DEVELOPMENT COMES FROM DIRECT EXPERIENCE. DUTIES ARE PRESENTED FOR THE COLLECTOR OF OVERDUE CONSUMER CREDIT ACCOUNTS FOR BUSINESS ORGANIZATIONS. (AUTHOR/MF)

VT 102 075
COMISAR, DAVID A.; EARNHART, MARIAN L.
AN ANALYSIS OF THE CATERING OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - ND 103P.; SEE RELATED DOCUMENTS VT 101 823 THROUGH 101 874 IN AIM, VOL. 8, NO. 4, AND VT 102 072 THROUGH 102 078 IN THIS ISSUE.

DESCRIPTORS - *TASK ANALYSIS; *FOOD SERVICE OCCUPATIONS; *MANAGERIAL OCCUPATIONS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *CATERING

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASKS INVOLVED IN CATERING ARE PRESENTED IN THIS VOLUME: MANAGING A BUSINESS, BOOKING A BUFFET, PURCHASING, PREPARING FOOD, TRANSPORTING A BUFFET, SETTING UP AT SITE, SERVING, AND CLEANING AND STORING EQUIPMENT AND SUPPLIES. (AUTHOR/MF)

VT 102 080
ESTABLISH CRITERIA FOR STUDENT PERFORMANCE IN A VOCATIONAL EDUCATION PROGRAM. MODULE D-1. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 11DEC72 28P.; SEE RELATED DOCUMENTS VT 102 081 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - *TEACHER EDUCATION CURRICULUM; *PERFORMANCE CRITERIA; *VOCATIONAL EDUCATION TEACHERS; *PERFORMANCE BASED EDUCATION; STUDENT EVALUATION; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, PROVIDES INSTRUCTION IN THE ESTABLISHMENT OF CRITERIA FOR STUDENT PERFORMANCE IN VOCATIONAL EDUCATION PROGRAMS. ESTABLISHING THESE OVERALL CRITERIA INVOLVES DETERMINING THE POINTS IN TIME FOR PERFORMANCE ASSESSMENT, THE PERFORMANCE OBJECTIVES TO BE ACHIEVED, AND THE LEVEL OF PERFORMANCE REQUIRED AT EACH ASSESSMENT. THE MODULE CONTAINS FOUR LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES AND OUTCOMES STATED IN BEHAVIORAL

TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, CHECKLISTS, AND CHARTS RELATING TO THE LEARNING EXPERIENCES. (NJ)

VT 102 081
ANALYZE AN OCCUPATION. MODULE #32, 33. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 25SEP72 30P.; SEE RELATED DOCUMENTS VT 102 080 AND VT 102 082 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - *JOB ANALYSIS; *VOCATIONAL EDUCATION TEACHERS; *TEACHER EDUCATION CURRICULUM; STUDY GUIDES; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO PREPARE THE VOCATIONAL EDUCATION TEACHER IN OCCUPATIONAL ANALYSIS. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES WHICH REQUIRE THE PROSPECTIVE VOCATIONAL EDUCATION TEACHER TO PLAN AN OCCUPATIONAL ANALYSIS AND TO ANALYZE SPECIFIC OCCUPATIONS WITH THE AID OF RESOURCE PEOPLE AND EXISTING OCCUPATIONAL ANALYSES. A SUPPLEMENTARY SECTION CONTAINS CHECKLISTS, EVALUATION FORMS, SELF-TESTS, AND INFORMATION SHEETS RELATED TO THE LEARNING EXPERIENCES. (NJ)

VT 102 082
SELECT AND OBTAIN STUDENT INSTRUCTIONAL MATERIALS. MODULE #73, 74, 75, 78. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 03APR73 30P.; SEE RELATED DOCUMENTS VT 102 080, 102 081, 102 083 AND 102 084 IN THIS ISSUE.

DESCRIPTORS - *MEDIA SELECTION; *TEACHER EDUCATION CURRICULUM; *VOCATIONAL EDUCATION TEACHERS; LEARNING ACTIVITIES; STUDY GUIDES; INSTRUCTIONAL MATERIALS

ABSTRACT - PART OF A SERIES OF VOCATIONAL TEACHER EDUCATION MODULES, THIS LEARNING GUIDE IS DESIGNED TO HELP THE VOCATIONAL EDUCATION TEACHER SELECT AND OBTAIN INSTRUCTIONAL MATERIALS. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, COMPLETE WITH OBJECTIVES, SELF-TESTS, INFORMATION SHEETS, AND CHECKLISTS. INCLUDED ALSO IS A DISCUSSION OF FACTORS TO BE CONSIDERED IN MATERIALS SELECTION SUCH AS LEVEL OF STUDENTS, AVAILABLE FACILITIES AND EQUIPMENT, AND ECONOMIC AND TIME CONSTRAINTS. IN ADDITION, THE SUPPLEMENTARY SECTION SUGGESTS POSSIBLE SOURCES OF INSTRUCTIONAL MATERIALS FOR CLASSROOM USE. (NJ)

VT 102 083
WRITE STUDENT PERFORMANCE OBJECTIVES FOR THE VOCATIONAL EDUCATION OFFERING. MODULE #39. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 18SEP72 32P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 082 AND VT 102 084 IN THIS ISSUE.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; *VOCATIONAL EDUCATION TEACHERS; *TEACHER EDUCATION CURRICULUM; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO INSTRUCT THE VOCATIONAL EDUCATION TEACHER IN WRITING PERFORMANCE OBJECTIVES. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL

TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, SELF-TESTS, AND ANSWER KEYS RELATING TO THE LEARNING EXPERIENCES. (NJ)

VT 102 084
SEQUENCE STUDENT PERFORMANCE OBJECTIVES. MODULE #53, 54, 55. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 29MAR73 26P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 083 IN THIS ISSUE.

DESCRIPTORS - *TEACHER EDUCATION CURRICULUM; *VOCATIONAL EDUCATION TEACHERS; *BEHAVIORAL OBJECTIVES; SEQUENTIAL LEARNING; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO HELP THE VOCATIONAL EDUCATION ACQUIRE A COMPETENCY IN SEQUENCING STUDENT PERFORMANCE OBJECTIVES FOR VOCATIONAL COURSES. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES CHECKLISTS, INFORMATION SHEETS, SAMPLE STUDENT PERFORMANCE OBJECTIVES, AND OTHER MATERIAL RELATED TO THE LEARNING EXPERIENCES. (NJ)

VT 102 202
CAREER EDUCATION. GRADE 6. TEACHER'S MANUAL. PRE-POST TEST ANSWER KEY.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - ND 61P.; RELATED DOCUMENTS VT 102 201 THROUGH VT 102 204 IN THIS ISSUE.

DESCRIPTORS - *GRADE 6; *OCCUPATIONAL INFORMATION; *CAREER EDUCATION; *TEACHING GUIDES; OCCUPATIONAL CLUSTERS; PROGRAM PLANNING; PRETESTING; POST TESTING; *ANSWER KEYS

ABSTRACT - PART OF THE SYRACUSE (NEW YORK) CITY SCHOOL DISTRICT'S GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS ACCESSION CONSISTS OF A TEACHER'S MANUAL AND A PRE-POST TEST ANSWER KEY. THE TEACHER'S MANUAL CONTAINS FORMS, DATA, AND PROCEDURES FOR THE TEACHER'S USE IN INSTRUCTING GRADE 6 PUPILS IN INDIVIDUALIZED CAREER STUDIES IN VARIOUS OCCUPATIONS. EACH OCCUPATIONAL CLUSTER PRESENTED INCLUDES A TEACHING GUIDE AND SUGGESTIONS FOR TEACHING AND IMPLEMENTING THE MATERIAL. THE ANSWER KEY CONTAINS THE CORRECT FILL-INS FOR THE VARIOUS OCCUPATIONAL PRE-POST TESTS. (MF)

VT 102 214
SCETTING, JACK
PRACTICAL REAL ESTATE FOR THE HIGH SCHOOL STUDENT.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS - THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903.
PUB DATE - JUN75 87P.

DESCRIPTORS - *TEACHING GUIDES; *REAL ESTATE OCCUPATIONS; *HIGH SCHOOL STUDENTS; *TRANSPARENCIES

ABSTRACT - DESIGNED FOR USE IN A HALF-YEAR PROGRAM OR MINICOURSE, THE MATERIAL PRESENTED IN THIS TEACHING GUIDE IS INTENDED TO GIVE STUDENTS SPECIFIC INFORMATION PERTAINING TO SHELTER OR REAL ESTATE AND TO GIVE STUDENTS THE OPPORTUNITY TO GATHER INFORMATION ON SHELTER-RELATED CAREERS. THE GUIDE IS ORGANIZED BY CONTENT AND RELATED ACTIVITIES AND PROVIDES INFORMATION IN THE AREAS OF BUDGETING, RENTING, AND HOUSE BUYING. APPENDED ARE TRANSPARENCY MASTERS WHICH RELATE TO THE

CONTENT. (LJ)

VT 102 215
CASHIER/ACCOUNTS RECEIVABLE CLERK EXPLORATION.

PORTSMOUTH CITY SCHOOLS, VA.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 38P.; RELATED DOCUMENTS VT 102 215 THROUGH VT 102 218 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *JUNIOR HIGH SCHOOLS; *DISTRIBUTIVE EDUCATION; *CLERICAL OCCUPATIONS; *SIMULATION

ABSTRACT - THESE STUDENT MATERIALS PRESENT EXERCISES DESIGNED TO SIMULATE THE JOB PERFORMED BY A CASHIER/ACCOUNTS RECEIVABLE CLERK. THE CONTENT OF THE COURSE COVERS JOB INSTRUCTIONS, WRITING RECEIPTS, PROVING CASH, CUSTOMER ACCOUNTS, PREPARING STATEMENTS, AND SCHEDULE OF ACCOUNTS RECEIVABLE. ALSO INCLUDED IN THIS DOCUMENT ARE A PRETEST AND POSTTEST FOR THE UNIT AND A GLOSSARY. (LJ)

VT 102 216
RETAIL SALES CLERK EXPLORATION.

PORTSMOUTH CITY SCHOOLS, VA.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 36P.; RELATED DOCUMENTS VT 102 215 THROUGH VT 102 218 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; JUNIOR HIGH SCHOOLS; DISTRIBUTIVE EDUCATION; *SALES OCCUPATIONS; *CLERICAL OCCUPATIONS; *RETAILING; *SIMULATION

ABSTRACT - THESE STUDENT MATERIALS PRESENT EXERCISES DESIGNED TO SIMULATE THE JOB PERFORMED BY A RETAIL SALES CLERK. THE CONTENT OF THE COURSE COVERS JOB INSTRUCTIONS, STOCK RECORD CARDS, RECORDING GOODS, SALES SLIPS, AND CODING PRICES. ALSO INCLUDED IN THIS DOCUMENT ARE A PRETEST AND POSTTEST FOR THE UNIT AND A GLOSSARY. (LJ)

VT 102 217
CLERK-TYPIST EXPLORATION.

PORTSMOUTH CITY SCHOOLS, VA.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 33P.; RELATED DOCUMENTS VT 102 215 THROUGH VT 102 218 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *JUNIOR HIGH SCHOOLS; DISTRIBUTIVE EDUCATION; *CLERICAL OCCUPATIONS; *SIMULATION; *TYPISTS

ABSTRACT - THESE STUDENT MATERIALS PRESENT EXERCISES DESIGNED TO SIMULATE THE JOB PERFORMED BY A CLERK-TYPIST. THE CONTENT OF THE COURSE COVERS JOB INSTRUCTIONS, FORM LETTERS, INVOICES, A ROUGH DRAFT BUSINESS REPORT, PURCHASE REQUISITION, PURCHASE ORDER, TELEPHONE CONVERSATION, AND RATING SCALE--TELEPHONE PERSONALITY. ALSO INCLUDED IN THIS DOCUMENT ARE A PRETEST AND POSTTEST FOR THE UNIT AND A GLOSSARY. (LJ)

VT 102 218
FLESHMAN, KAY M.
DESIGN FOR A ONE-SEMESTER CURRICULUM FOR EXPLORATORY BUSINESS. FINAL REPORT.

PORTSMOUTH CITY SCHOOLS, VA.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 38P.; RELATED DOCUMENTS VT 102 215 THROUGH VT 102 218 IN THIS ISSUE.

DESCRIPTORS - *JUNIOR HIGH SCHOOLS; *CAREER EDUCATION; *BUSINESS EDUCATION; *CURRICULUM GUIDES; *SIMULATION

ABSTRACT - THIS FINAL REPORT CONSISTS OF FOUR PARTS: (1) A REPORT OF THE PROJECT TO DESIGN AN EXPLORATORY BUSINESS COURSE, (2) A COURSE OUTLINE FOR THAT COURSE, (3) A LIST OF OBJECTIVES AND TEACHING SUGGESTIONS, AND (4) A BIBLIOGRAPHY AND LIST OF RESOURCES. THE INTENT OF THE PROJECT WAS TO DESIGN A CURRICULUM FOR A ONE-SEMESTER COURSE AT THE JUNIOR HIGH SCHOOL LEVEL WHICH WOULD ALLOW STUDENTS TO DISCOVER HOW BUSINESSES OPERATE AND TO EXPLORE OPPORTUNITIES FOR A CAREER IN BUSINESS. ALONG WITH THE CURRICULUM GUIDE, SIMULATIONS WERE DEVELOPED FOR THE JOBS OF CLERK-TYPIST, RETAIL SALES CLERK, AND CASHIER/ACCOUNTS RECEIVABLE CLERK. (LJ)

VT 102 239
ANMUTH, ELLIS
HOW TO SUCCEED IN A SCHOOL BUSINESS BY REALLY TRYING: A GUIDE TO THE SET-UP AND OPERATION OF A SCHOOL BUSINESS.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB-0015
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS - THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903. ($1.50 EA.)
PUB DATE - JUL75 44P.

DESCRIPTORS - *RETAILING; *MERCHANDISING; *RECORDKEEPING; *TEACHING GUIDES; BUSINESS EDUCATION; *VOCATIONAL DEVELOPMENT
IDENTIFIERS - *SCHOOL STORES

ABSTRACT - PROCEDURES FOR SETUP AND OPERATION OF A SCHOOL OR CLASS BUSINESS ARE PROVIDED FOR THE TEACHER IN THIS BASIC GUIDE. STEPS FOR PLANNING, RUNNING, AND CLOSING OUT A BUSINESS ARE PRESENTED. THE GUIDE IS DESIGNED FOR THE ELEMENTARY LEVEL, BUT EACH STEP IS ADAPTABLE FOR USE AT ANY LEVEL FROM PRIMARY GRADES THROUGH HIGH SCHOOL. MANY OPTIONS ARE INCLUDED, SO THAT ALL STEPS AND PROCESSES MAY BE ADJUSTED TO SUIT INDIVIDUAL NEEDS AND GOALS. APPENDED ARE DECISIONMAKING AND OCCUPATIONAL AREAS, POSSIBLE OBJECTIVES, ACTIVITIES, FORMS AND CHARTS, AND EXAMPLES OF ADVERTISING WHICH HAVE BEEN USED BY STUDENTS. (AUTHOR/MF)

VT 102 248
ECONOMIC AND CAREER AWARENESS: LEVEL B.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC.
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C02, $4.50 EA.)
PUB DATE - 74 65P.; RELATED DOCUMENTS VT 102 247 THROUGH VT 102 249 IN THIS ISSUE.

DESCRIPTORS - *CAREER AWARENESS; CAREER EDUCATION; GRADE 1; GRADE 2; GRADE 3; GRADE 4; *TEACHING GUIDES; LEARNING ACTIVITIES; *ECONOMIC EDUCATION; BUDGETING; *BANKING; INTEGRATED CURRICULUM; SOCIAL STUDIES; MATHEMATICS; *CONSUMER EDUCATION

ABSTRACT - THIS TEACHER'S GUIDE IS THE SECOND OF THREE DEVELOPED FOR PRIMARY AND EARLY INTERMEDIATE LEVELS. THE LEARNING EXPERIENCES FOCUS ON HELPING THE STUDENT TO DEVELOP AN UNDERSTANDING OF THE FAMILY AS AN ECONOMIC UNIT AND OF MONEY AS A MEDIUM OF EXCHANGE THAT FACILITATES TRADE; TO IDENTIFY WAYS OF EARNING, SAVING, AND SPENDING MONEY; TO RECOGNIZE THE ROLES OF BANKING AND BANK WORKERS IN OUR SOCIETY; TO APPRECIATE THE PRIORITY FAMILIES MUST PLACE ON SATISFYING BASIC ECONOMIC NEEDS; AND TO DISCOVER WAYS FAMILY MEMBERS CAN MINIMIZE THEIR OWN AND OTHERS' EXPENSES. THE CAREER EDUCATION ELEMENTS EMPHASIZED IN THIS GUIDE ARE GENERAL ECONOMIC AND CAREER

AWARENESS, ECONOMIC ATTITUDES AND APPRECIATIONS, BEGINNING ECONOMIC AND DECISIONMAKING SKILLS, AND EDUCATIONAL AWARENESS. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATHEMATICS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 249
ECONOMIC AND CAREER AWARENESS: LEVEL C.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C03, $5.00 EA.)
PUB DATE - 74 67P.; RELATED DOCUMENTS VT 102 247 THROUGH VT 102 249 IN THIS ISSUE.

DESCRIPTORS - *CAREER AWARENESS; *ECONOMIC EDUCATION; *TEACHING GUIDES; INTEGRATED CURRICULUM; GRADE 1; GRADE 2; GRADE 3; GRADE 4; LEARNING ACTIVITIES; SOCIAL STUDIES; MATHEMATICS; *CONSUMER EDUCATION; *BUDGETING; BANKING

ABSTRACT - THIS TEACHER'S GUIDE IS THE THIRD IN A SERIES OF THREE DEVELOPED FOR PRIMARY OR EARLY INTERMEDIATE LEVELS. IT CONSISTS OF LEARNING EXPERIENCES DESIGNED TO BUILD STUDENT FAMILIARITY WITH BASIC ECONOMIC TERMS AND CONCEPTS: CONSUMER, PRODUCER, NEEDS, WANTS, GOODS, SERVICES, SHORT-RANGE AND LONG-RANGE PLANNING, FIXED AND VARIABLE EXPENSES, AND BUDGETS. THE MATERIAL ALSO ACQUAINTS STUDENTS WITH THE DETAILS OF MANY SERVICES OFFERED BY BANKS, AND INTRODUCES THEM TO THE USES OF VARIOUS MONEY SUBSTITUTES AND TO THE EXISTENCE OF A VARIETY OF OCCUPATIONS AND CAREER FIELDS. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATH. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 255
MATHEMATICS AND RELATED CAREERS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C28, $3.00 EA.)
PUB DATE - 74 35P.; RELATED DOCUMENT VT 102 254 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *MATHEMATICS; LEARNING ACTIVITIES; INTEGRATED CURRICULUM; *TEACHING GUIDES; GRADE 9; GRADE 10; SOCIAL STUDIES

ABSTRACT - THE LEARNING EXPERIENCES IN THIS TEACHER'S GUIDE HELP STUDENTS AT THE SECONDARY LEVEL TO DEVELOP AND REINFORCE MATHEMATICAL SKILLS AND TO BECOME FAMILIAR WITH A WIDE RANGE OF OCCUPATIONS. EACH STUDENT IS ENCOURAGED TO ASSESS PERSONAL ATTRIBUTES, INCLUDING COMPETENCIES IN MATHEMATICS, TO ESTABLISH TENTATIVE OCCUPATIONAL GOALS, AND TO MEET SOME GUIDELINES FOR HIGH SCHOOL CURRICULUM PLANNING. THE TOPICS COVERED INCLUDE PROPERTY TAXATION AND PRICE INDEXES. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 258
THE SUPERMARKET.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.

NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC.
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C14, $4.50 EA.)
PUB DATE - 74 55P.

DESCRIPTORS - *CAREER EDUCATION; *CAREER AWARENESS; *TEACHING GUIDES; INTEGRATED CURRICULUM; LEARNING ACTIVITIES; SOCIAL STUDIES; MATHEMATICS; *FOOD STORES; CONSUMER EDUCATION; GRADE 2; GRADE 3

ABSTRACT - THE LEARNING EXPERIENCES IN THIS TEACHER'S GUIDE ARE INTENDED TO ACQUAINT STUDENTS AT THE SECOND AND THIRD GRADE LEVELS WITH THE FOOD INDUSTRY -- THE GOODS AND SERVICES IT PROVIDES, THE WORKERS IT EMPLOYS, AND SOME OF THE BASIC SKILLS THE CONSUMER NEEDS. THE SUPERMARKET, THAT SEGMENT OF THE FOOD INDUSTRY MOST FAMILIAR TO PRIMARY STUDENTS, IS THE FOCAL POINT OF STUDY. AS THEY OBSERVE AND INTERVIEW SUPERMARKET WORKERS ON THE JOB, STUDENTS GAIN SOME UNDERSTANDING OF THE JOB ACTIVITIES AND WORKING CONDITIONS. IN A CULMINATING ACTIVITY, STUDENTS ROLE PLAY CUSTOMERS AND SUPERMARKET WORKERS, APPLYING ARITHMETIC AND READING SKILLS AS THEY MAKE SHOPPING DECISIONS. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATHEMATICS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 259
LEARNING ABOUT BUSINESS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC.
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C22, $7.00 EA.)
PUB DATE - 74 118P.

DESCRIPTORS - *CAREER EDUCATION; LEARNING ACTIVITIES; GRADE 1; GRADE 2; GRADE 3; GRADE 4; INTEGRATED CURRICULUM; *TEACHING GUIDES; SOCIAL STUDIES; *BUSINESS EDUCATION; *CAREER AWARENESS

ABSTRACT - IN THIS TEACHER'S GUIDE, LEARNING EXPERIENCES FOCUS ON HELPING STUDENTS IN PRIMARY GRADES DEVELOP THEIR UNDERSTANDING OF THE INTERRELATIONSHIPS AMONG BUSINESSES, WORKERS, AND FAMILIES THROUGH EXAMINATIONS OF LOCAL STORES AND BUSINESSES AND OF THE WORKERS WHO WORK IN THEM. STUDENTS ARE GIVEN THE OPPORTUNITY TO ACQUIRE ECONOMIC AWARENESS AND SELF-SUFFICIENCY. THEY LEARN TO MATCH NEEDED GOODS AND SERVICES TO THE TYPES OF STORES AND BUSINESSES THAT PROVIDE THEM. THEY IDENTIFY AND EXPLORE THE BASIC BUSINESS PRINCIPLES OF INCOME, EXPENSES, AND DEPENDENCE ON WORKERS, CUSTOMERS, AND OTHER BUSINESSES. THE SUBJECT AREA FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL IS SOCIAL STUDIES. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 266
THE SERVICE STATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC.
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C19, $4.50 EA.)
PUB DATE - 74 59P.

DESCRIPTORS - *TEACHING GUIDES; *GRADE 2; *CAREER AWARENESS; LEARNING ACTIVITIES; INTEGRATED CURRICULUM; SOCIAL STUDIES;

LANGUAGE ARTS; ARTS; *AUTO MECHANICS

ABSTRACT - THE PURPOSE OF THIS TEACHER'S GUIDE IS TO ENCOURAGE THE PRIMARY STUDENT TO EXPAND HIS OR HER AWARENESS OF JOBS WITHIN THE COMMUNITY. THE ROLE OF THE SERVICE STATION WORKER IS EXAMINED, WITH EMPHASIS UPON THE GOODS AND SERVICES PROVIDED. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES, ART, AND LANGUAGE. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 300
GUIDELINES FOR VOCATIONAL EDUCATION PROGRAM IN NEBRASKA PUBLIC SCHOOLS.

NEBRASKA STATE DEPT. OF EDUCATION, LINCOLN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - 75   64P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PROGRAM DEVELOPMENT; *STATEWIDE PLANNING; *MASTER PLANS; *ADMINISTRATOR GUIDES; PROGRAM ADMINISTRATION; PROGRAM PLANNING; FINANCIAL SUPPORT; PROJECT APPLICATIONS
IDENTIFIERS - NEBRASKA

ABSTRACT - THIS PUBLICATION SERVES AS A SUPPLEMENT TO THE NEBRASKA STATE PLAN OF VOCATIONAL EDUCATION AND OUTLINES DETAILED DIRECTIONS THAT ARE NEEDED FOR A MORE COMPREHENSIVE TREATMENT OF PROGRAM DEVELOPMENT AND OPERATIONAL PROCEDURES. THE REPORT IS STRUCTURED IN SEVEN SECTIONS: (1) GENERAL PROVISIONS; (2) FINANCIAL PARTICIPATION; (3) PART B PROGRAMS; (4) CONSUMER AND HOMEMAKING EDUCATION PROGRAMS; (5) COOPERATIVE EDUCATION PROGRAMS; (6) EXEMPLARY PROGRAMS AND PROJECTS; AND (7) WORK-STUDY PROGRAMS. (VA)

VT 102 330
PEW, LOU ANN
A WORLD OF FASHION COURSE FOR FASHION-ORIENTED STUDENTS. CAREER EDUCATION IN HOME ECONOMICS. FINAL REPORT.

CONWAY PUBLIC SCHOOLS, ARK.; ARKANSAS STATE DEPT. OF EDUCATION, LITTLE ROCK.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75   22P.

DESCRIPTORS - HIGH SCHOOL STUDENTS; *CAREER EDUCATION; *HOME ECONOMICS; *CLOTHING; *SIMULATION; CURRICULUM; WORK EXPERIENCE; *TEXTILES INSTRUCTION
IDENTIFIERS - ARKANSAS

ABSTRACT - THE PURPOSE OF THIS PROJECT WAS TO DEVELOP GUIDELINES FOR PLANNING, CONDUCTING, MANAGING, AND EVALUATING A SIMULATION PROGRAM FOR TEACHING THE SKILLS AND COMPETENCIES REQUIRED FOR EMPLOYMENT IN THE CLOTHING AND TEXTILE INDUSTRY. THROUGH INDIVIDUALIZED STUDY PACKETS AND A COMMUNITY SURVEY, THE STUDENTS ACQUIRED INFORMATION ABOUT JOB OPPORTUNITIES IN THE CLOTHING FIELD. CERTAIN BASIC SKILLS WERE DEVELOPED BY THE STUDENTS IN THE COURSE OF THE PROGRAM, AND POSITIVE WORK ATTITUDES AND HABITS WERE FOSTERED. THE PROGRAM CONSISTED OF THREE PHASES. IN THE FIRST PHASE, SELF-CONTAINED LEARNING PACKETS INSTRUCTED STUDENTS IN VERY BASIC SKILLS AND PERMITTED EXTENSIVE SKILL ATTAINMENT, PROVIDING THEM WITH SPECIALIZED INTERESTS AND AN OPPORTUNITY TO CONCENTRATE ON ONE AREA. A SIMULATED LABORATORY WAS OPERATED IN THE SECOND PHASE WITH ALL STUDENTS PARTICIPATING IN THE VARIOUS ROLES NEEDED FOR OCCUPATIONAL GARMENTMAKING SERVICES. THE THIRD PHASE PROVIDED ON-THE-JOB TRAINING IN LOCAL BUSINESSES FOR 12TH GRADE STUDENTS

WITH THE ADEQUATE SKILLS AND COMPETENCIES. A FOLLOWUP STUDY CONDUCTED AFTER ONE YEAR OF EMPLOYMENT INDICATED A THIRD OF THE STUDENTS WHO HAD COMPLETED THE PROGRAM WERE EMPLOYED IN A RELATED FIELD. A SAMPLE LEARNING PACKET ON DRAPERY CONSTRUCTION IS INCLUDED. (NJ)

VT 102 331
GARNER, CURTIS
HOSPITALITY INDUSTRY MANAGEMENT. CERTIFICATE OF COMPETENCE PROGRAM. PROJECT REPORT.

HENDERSON STATE UNIV., ARKADELPHIA, ARK.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUL75 9P.

DESCRIPTORS - *HOTELS; *MANAGERIAL OCCUPATIONS; *FOOD SERVICE OCCUPATIONS; CERTIFICATION; PROGRAM DEVELOPMENT
IDENTIFIERS - ARKANSAS

ABSTRACT - AN ATTEMPT WAS MADE TO ESTABLISH A CAREER-ORIENTED PROGRAM IN HOSPITALITY INDUSTRY MANAGEMENT AT HENDERSON STATE UNIVERSITY. THE OBJECTIVES OF THE PROGRAM WERE TO DEVELOP AND INITIATE A TRAINING PROGRAM TO PRODUCE CERTIFIED PERSONNEL FOR THE HOSPITALITY INDUSTRY IN ARKANSAS. THE PROJECT WAS CONDUCTED FROM OCTOBER 1973 TO JUNE 1975. DURING THE FIRST YEAR, MATERIALS WERE DEVELOPED AND COURSES WERE DESIGNED AND CONDUCTED. IN THE SECOND YEAR, THE DEPRESSED NATURE OF THE TOURISM INDUSTRY AND THE EXISTENCE OF A WIDER RANGE OF LOCAL ALTERNATIVES FOR CAREER PREPARATION IN THE HOSPITALITY FIELD LED TO A MODIFICATION OF THE ORIGINAL OBJECTIVES. THE PROJECT THEN CONSOLIDATED ITS EFFORTS WITH THE QUAPAW VOCATIONAL-TECHNICAL SCHOOL AT THE HOT SPRINGS TO PROVIDE SPECIALIZED PROGRAMS IN HOSPITALITY INDUSTRY TRAINING. (NJ)

VT 102 348
POWERS, THOMAS F.; SWINTON, JOHN R.
PARAMETERS OF THE FUTURE FOOD SERVICE WORLD OF WORK. A REPORT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. FOOD SERVICE AND HOUSING ADMINISTRATION.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.
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DESCRIPTORS - *FOOD SERVICE INDUSTRY; *RESEARCH REVIEWS (PUBLICATIONS); *REFERENCE BOOKS; STATE OF THE ART REVIEWS; *ECONOMIC FACTORS; NUTRITION; *POPULATION TRENDS; FUTURES (OF SOCIETY)

ABSTRACT - THIS DOCUMENT IS A STUDY OF THE FOOD SERVICE INDUSTRY INTENDED FOR USE AS A REFERENCE BY FOOD SERVICE TEACHERS AND CURRICULUM PLANNERS. THE PURPOSE OF THE STUDY IS TO MAP THE ECONOMIC AND TECHNOLOGICAL TERRITORY OF THE INDUSTRY, TO IDENTIFY THE DYNAMICS SHAPING THE INDUSTRY TODAY, AND TO CONSIDER QUESTIONS CRUCIAL TO AN ORDERLY CONSIDERATION OF THE FUTURE. IN THE SECTION ON INDUSTRY DYNAMICS, A PRINCIPAL FOCUS OF CONCERN IS ON LABOR COST AND SUPPLY AND ON THE PRODUCTIVITY OF LABOR. OTHER MAJOR TOPICS ARE FOOD PROCESSING EQUIPMENT AND METHODS, NUTRITION, AND ECONOMIC TRENDS. THE EFFECTS OF DEMOGRAPHY AND MIGRATION ON THE DEMAND FOR FOOD SERVICE ARE ALSO CONSIDERED. BIBLIOGRAPHIC ESSAYS PLACE THE MAIN POINTS OF THE SOURCE MATERIALS INTO AN OVERVIEW CONTEXT IN NARRATIVE AND SEQUENTIAL FORM. BIBLIOGRAPHIES FOLLOW EACH SECTION. (AUTHOR/NJ)

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VT 101 868	ED 109 512	80
VT 101 870	ED 109 512	83
VT 101 871	ED 109 512	84
#VT 101 875		
*VT 101 999	ED 112 211	
*VT 102 002	ED 112 222	
*VT 102 013	ED 112 177	
*VT 102 014	ED 112 219	
*VT 102 015	ED 112 220	
*VT 102 016	ED 112 218	
*VT 102 017	ED 112 221	
*VT 102 018	ED 112 223	
*VT 102 019	ED 112 224	
*VT 102 020	ED 112 225	
*VT 102 021	ED 112 226	
*VT 102 022	ED 112 227	
*VT 102 023	ED 112 228	
*VT 102 024	ED 112 229	
*VT 102 025	ED 112 230	
*VT 102 026	ED 112 231	
*VT 102 027	ED 112 232	
*VT 102 028	ED 112 234	
*VT 102 029	ED 112 235	
*VT 102 030	ED 112 236	
*VT 102 031	ED 112 237	
*VT 102 032	ED 112 238	
*VT 102 033	ED 112 239	
*VT 102 034	ED 112 233	
*VT 102 035	ED 112 240	
*VT 102 036	ED 112 241	
VT 102 037	ED 114 719	
VT 102 072	ED 114 719	
*VT 102 075	ED 108 001	
*VT 102 080	ED 112 266	
*VT 102 081	ED 113 558	
*VT 102 082	ED 113 559	
*VT 102 083	ED 113 560	
*VT 102 084	ED 113 561	
*VT 102 202	ED 114 676	
*VT 102 214	ED 114 683	
*VT 102 215	ED 114 685	
*VT 102 216	ED 114 686	
*VT 102 217	ED 114 687	
*VT 102 218	ED 114 684	
*VT 102 239	ED 114 689	
#VT 102 248		
#VT 102 249		
#VT 102 255		
#VT 102 258		
#VT 102 259		
#VT 102 266		
*VT 102 300	CE 005 872	(ED No. not yet available)
*VT 102 330	CE 005 839	(ED No. not yet available)
*VT 102 331	CE 005 840	(ED No. not yet available)
*VT 102 348	CE 005 851	(ED No. not yet available)